



Dear Vendor,

Please complete this form for the electrical order for your exhibit booth. Also, please complete the attached credit card authorization form.

Qty.	Service	Unit Price	Tax	Total
	20 amp power strip	\$75.00	\$6.94	\$81.94
				\$

Company Name: _____

Guest/Exhibitor Name: _____

Group Name: ___CETA_____

Function Room: ___Tennessee Exhibit Hall_____

Date/Time: _____ Booth# _____

*****Please complete the attached credit card authorization****

The Peabody Memphis

Credit Card Authorization

SECURE FAX for GROUP MEETINGS 901-271-1480

Group Scan/Email pamela.walker@peabodymemphis.com

I, _____, hereby authorize The Peabody Hotel to charge my credit card for payment of all hotel services listed below.

I also understand that, unless otherwise specified, the listed credit card will be charged for **all** hotel services.

Guest Name / Group Name: _____

Hotel Stay Dates: From _____ To _____

Specific Charges: **Room & Tax Y N Incidentals: Y N Banquets: Y N**

Hotel Service Fee: Y N Tourism District Improvement Fee: Y N

Other Services: Y N Deposit Amount: _____

Specific Other Services: _____

Special Instructions: _____

HOTEL USE ONLY

Date: _____

Estimated Charges: _____ Peabody Representative _____

Card Holder's Name (print): _____

Card Holder's Signature: _____

Credit Card Number: _____ Exp# _____

Card Holder's Address: _____

Card Holder's Phone#: _____ Fax: _____

Card Holder's Email : _____

- **Credit card number and holder's name, and other data must be legible.**
- **All items on this form must be completed in order to process authorization.**
- **Estimated charges will be pre-authorized five business days prior to arrival.**