

BOX INFORMATION (shipping/receiving):

-Any packages sent to the hotel prior to your function should arrive no earlier than 3 days in advance. Label the materials as follows:

Hyatt Regency Orlando Intl Airport
9300 Jeff Fuqua Blvd
Orlando, FL 32827

Hold for: **AOPA**

Name of **CONTACT NAME / VENDOR COMPANY**

The hotel charges a \$6.00 per package handling fee, which includes the receipt, storage and delivery of your packages and a \$100 fee for the delivery of a pallet or oversized crate.

Client to provide own outbound shipping labels, at conclusion of event

Exhibitors to bring completed credit card authorization form, with list of tracking numbers, to complete package delivery on-site.

CREDIT CARD AUTHORIZATION FORM

Hotel:

Guest Name(s):

Guest Reservation Confirmation Number:

Function Name (if applicable):

Guest Arrival Date(s):

Name of Business (if applicable):

Credit Card Billing Address:

City, State, and Zip:

Guest Phone Number:

I hereby authorize the following charges to be applied to the following credit card.
Check all that apply:

☐ Room & Tax

☐ Only Specific Incidentals

☐ Gift Certificate

☐ Food & Beverage

☐ All Banquet Charges

☐ Guest Amenity

☐ All Incidentals

☐ Parking

☐ Other

I hereby authorize the following
amount be applied to the credit card:

Comments:

Credit Card Number:

Expiration Date:

Name on Card:

☐ Credit Card

☐ Debit Card

Signature of Card Holder: _____

Current Date

Please fax this form with a readable photocopy of the front and back of the signed credit card to:

Hotel Fax #:

For a list of all hotels and their contact information, please visit: <http://www.hyatt.com/hyatt/site-map.jsp>

All information is kept confidential and used only for the purposes as noted above.

PARK HYATT™

ANDAZ

