



CREDIT CARD AUTHORIZATION FORM

Please complete this form scan back to your Wyndham contact. Please ensure that this form is filled in its entirety in order for us to process your request. Once received contact your Wyndham representative with credit card numbers. Credit Cards are authorized prior to arrival. Credit Cards are charged at the completion of the event. Invoices will be sent at the conclusion of the event.

I am authorizing the Wyndham Grand Pittsburgh to charge the credit card below for the following charges (please check all that apply):

Guest/Group Name: _____

___ All Charges (Includes Room & Tax, Banquet Charges, AV, and Shipping)

___ Room & Tax
Confirmation Number: _____

(Please attach a list of names and confirmation numbers if for more than one person)

___ Banquet Charges
(Includes food, beverage, meeting room rental, audio-visual, shipping, electrical, dock fees, internet and telephone lines)

___ Exhibit Charges: Booth Number ___
___ Shipping
___ Electrical
___ Internet
___ Dock Fees

___ Payment for the following: Room Attrition or Cancellation Damages
-Hotel will apply charges to this credit card only if one of the above terms apply.

By signing below, I am authorizing the Wyndham Grand Pittsburgh to charge this credit card for the above charges listed, under the terms specified on this form.

AMEX/VISA/MC/DC/DISC/CB Card # _____ Exp. Date _____

Print Name _____ Signature _____
As It Appears on the Card

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Thank You for choosing the Wyndham Grand Pittsburgh
600 Commonwealth Place, Pittsburgh, PA 15222