



ASHRAE Boston Chapter

Credit Card Payment Authorization Form

**Please complete all areas below. Incomplete requests may be rejected. This form must be received within 5 business days of signing up for the The New Product & Energy Show, to ensure that your booth(s) are reserved. If this form has not been received at least 14 days business days after first communications, we cannot guarantee the space will be held.**

**FAX or E-mail COMPLETED FORM TO:** (781) 372-3100 or jeffrey\_schultz@aha-engineers.com **ATTN:** Jeff Schultz

**ASHRAE USE ONLY:**

Event Name:	ASHRAE Boston Chapter The New Product & Energy Show @ Lantana's - Randolph, MA
Event Date:	April 12 2012
Booth Registration Fee:	\$900 per booth (plus a \$25 credit card service fee per booth)

**CARDHOLDERS - Please complete the following section and sign/date below.**

Name of Person/ Company Making Reservation:	Phone:	
Cardholder Name as it Appears on the Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:	Evening Telephone:	
Credit Card Number:	Expiration Date:	
Credit Card Type: (Circle one)	Visa/ Master Card	Discover
Credit Card Issuing Bank Name:		
Bank Phone Number (from back of your credit card):		

FOR ASHRAE BOSTON CHAPTER USE ONLY: Amount to be immediately charged to credit card for booth registration & service fee.

FOR ASHRAE BOSTON CHAPTER USE ONLY: Estimated Total Event: \$ \_\_\_\_\_

By signing below, you authorize the ASHRAE Boston Chapter to authorize your credit card prior to the event (listed above) for the amount indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

**A legible copy of the front & back of the credit card are required when submitting this form!**

Cardholder Signature: \_\_\_\_\_

Date \_\_\_\_\_