





**Shipping and Receiving**  
**Convention Services Service Order**  
**Credit Card Authorization Form**

**Conference Name: IPMA-HR Southern Region Conference Date: May 17 – 19, 2015**

Date: \_\_\_\_\_

Dear Management:

I, the undersigned, authorize The Hilton Virginia Beach Oceanfront Hotel, to charge the below amount to my credit card #

\_\_\_\_\_ Expiration Date \_\_\_\_\_.

**TOTAL AMOUNT DUE WITH TAX: \$**\_\_\_\_\_

Company Name: \_\_\_\_\_

**\*\*\*Your Credit Card will be processed at the time we receive the information.\*\*\***

Card Holder's Signature: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**\*\*\*\*\*A COPY OF THE FRONT AND BACK OF THE CREDIT CARD IS REQUIRED\*\*\*\*\***

*All blanks must be completed before hotel can process authorization.*

Please Return To: Melissa Krick  
Convention Services Assistant  
Hilton Virginia Beach Oceanfront  
3001 Atlantic Ave.  
Virginia Beach, VA 23451  
Phone (757) 213-3455  
Fax: (757) 213-3430  
Email: melissa\_krick@hiltonvb.com