

**NEW  
YORKSHOE  
EXPO**

**MAY 31 - JUNE 2, 2017**

**New York Hilton Midtown Authorization Form**

**Wednesday, Thursday & Friday-Breakdown Friday, June 2nd @ 4:00pm**

**Venue - New York Hilton Midtown Hotel**

1335 Avenue of the Americas (53rd & 6th Ave.) New York, NY 10019

**New York Hilton Midtown Hotel Room Rates and Reservation Form**

All rooms must be booked for at least 4 nights. Check-in is Tuesday May 30th after 3:00pm. The show closes on Friday June 2nd at 4:00pm but your 4 nights includes your room until Saturday June 3rd no later than noon, 12:00pm. The Hilton hotel will charge an additional room night if you check out after 12:00pm on June 3rd . **To reserve your exhibit room the Hilton will charge a one night non-refundable deposit in advance on the credit card provided below. Upon check-in the Hilton will charge you directly for all remaining nights, taxes, and incidentals that you may incur. If you require additional nights please specify early or late check out dates. All placement requests must be in written format. Your room assignments will be provided by FFANY in your e-confirmation kit. All incidentals, spotlights, bedtoppers, tables, chairs etc, must be ordered by the exhibitor. Incidental forms will be included in your e-confirmation package.**

**The Hilton Hotel Credit Card Authorization Form**

This Credit Card Authorization form for HILTON Hotel must be completed before E-Confirmations can be sent.

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

Card Holders Name: First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Payment Method:  Visa  Mastercard  American Express Phone # \_\_\_\_\_

Amount \$ \_\_\_\_\_ (1 night stay +tax) Authorized Signature (REQUIRED) \_\_\_\_\_

The Name of the First Person who will be checking in Hotel \_\_\_\_\_

Hilton HHonors # (www.hiltonhhonors.com/enroll/) (optional) \_\_\_\_\_

Name of Guest on HHonors Account # \_\_\_\_\_

Comments:

---

---

---