



**ILLINIOS BETA 2027
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Springfield, IL
March 2-5, 2027**

Check Payment and Credit Card Authorization DEADLINE: February 9, 2027

Please see the check address and credit card authorization process for each individual hotel listed below.

All Checks must arrive at your confirmed hotel by February 9, 2027 to allow time for the check to clear. Checks must include reservation confirmation numbers, attendee names, arrival/departure dates, and how to allocate the check. Please include the best contact name and phone number in case the hotel has questions. School Name must be in the Memo field of the check. Please make sure you have a copy of the check in your possession when checking-in.

PAYING FINAL PAYMENT BY CHECK			PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSESSION		TAX EXEMPTION
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	
President Abraham Lincoln Springfield a DoubleTree	President Abraham Lincoln Springfield a DoubleTree by Hilton DEADLINE: 14 days prior to arrival	Attn: Amber Paoni President Abraham Lincoln Springfield a DoubleTree by Hilton 701 E Adams St, Springfield, IL 62703 217-321-2453	We will email the school a credit card authorization form to be filled out and returned DEADLINE: 10 days prior to arrival	Amber Panoi amber.paoni@hilton.com 217-321-2453	In Illinois, no schools are tax exempt from occupancy tax, sales tax only and there isn't sales tax on hotel rooms, only occupancy tax.