



**INDIANA BETA 2026
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Evansville, IN
November 12-14, 2026**

Check Payment and Credit Card Authorization DEADLINE: October 22, 2026

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 October 22, 2026 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 POSSESSION ↓		↓ TAX EXEMPTION
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	
DoubleTree by Hilton Evansville	DoubleTree by Hilton Evansville DEADLINE: 10 days prior to arrival	DoubleTree by Hilton Evansville 601 Walnut Street Evansville, IN 47708 Attn: Lallie Anderson 812-423-5002	Request a CCA to be sent to be filled out DEADLINE: 10 days prior to arrival	Lallie Anderson 812-423-5002 lallie.anderson@hilton.com	Must have a valid tax exempt form for the state of Indiana and this must be submitted prior to check in Contact Lallie Anderson with questions 812-423-5002
Holiday Inn Express Evansville	Hampton Inn Evansville Airport DEADLINE: November 4, 2026	Hampton Inn Evansville Airport Attn: Jewell Miller 5701 Hwy 41 North Evansville, IN 47711	Sertifi Link, please email Jewell so she can send one DEADLINE: October 11, 2026	Jewell Miller jmiller@dunnhospitality.com 812-468-3242	Email Jewell Miller jmiller@dunnhospitality.com 812-468-3242 Indiana tax exemption form for 2026
Holiday Inn Express & Suites Evansville Downtown	Holiday Inn Express & Suites Downtown Evansville DEADLINE: 30 days prior to arrival	Holiday Inn Express & Suites Downtown Evansville 20 Walnut Street Evansville, IN 47708 Attn: Jessica Watkins	Request a credit card authorization form DEADLINE: 14 days prior to arrival	Tonya Glover tonyag@ipdhospitality.com 980-829-4840	Tax exempt ST 105 Sales Tax form Contact Tonya Glover with questions 980-829-4840
Hyatt Place Evansville	Hyatt Place DEADLINE: Oct 20, 2026	Hyatt Place Attn: Dotty Huff 202 SE 2nd Street Evansville, IN 47713 812-777-3203	Contact Dotty Huff via email DEADLINE: Nov 1, 2026	Dotty Huff 812-777-3203 dotty.huff@hyatt.com	Will need a print out a copy to keep on file Contact Dotty Huff with questions 812-777-3203