



KENTUCKY BETA 2027
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Lexington, KY
January 24-29, 2027

Check Payment and Credit Card Authorization DEADLINE: January 3, 2027, unless otherwise noted below

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 January 3, 2027 (unless otherwise noted below) 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.

HOTEL NAME	PAYING FINAL PAYMENT BY CHECK		PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION		TAX EXEMPTION
	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	
21c Museum Hotel Lexington	LEX DT Hotels LLC	21C Museum Hotel Lexington Attention: General Manager or Sales Manager 167 W. Main St. Lexington, KY 40507 DUE: no later than December 18, 2026	Contact Brayden McGhee for credit card authorization form. DUE: January 8, 2027	Brayden McGhee 859-899-6811 brayden.mcgee@21chotels.com	Contact Brayden McGhee - brayden.mcgee@21chotels.com or 859-899-6811; School must provide payment and tax exempt form.
Candlewood Suites Lexington	Candlewood Suites Lexington Medical District	Candlewood Suites Lexington Medical District Attention: Brenda Davenport (General Manager) 501 Waller Lexington, KY 40504 DUE: January 1, 2027	Contact Brenda Davenport for an authorization form. DUE: 48 hours prior to arrival	Brenda Davenport 859-963-2444 or candlewood.waller.gm@hwhotels.com	Send your KY State tax exemption form to Brenda Davenport at candlewood.waller.gm@hwhotels.com.
Clarion Hotel Conference Center North	Clarion Lexington North	Clarion Lexington North Attention: Amit Pandya 1950 Newtown Pike Lexington, KY 40511 DUE: 72 hours prior to arrival	Contact Vianey Hernandez for an authorization form. DUE: 72 hours prior to arrival	Vianey Hernandez csalesandmarketing@bluegrasshotels.com 859-231-0512	Send your KY State Tax Exempt form to Vianey Hernandez at csalesandmarketing@bluegrasshotels.com. Payment must be made by the tax exempt entity.
DoubleTree Suites by Hilton Lexington	DoubleTree Suites by Hilton Lexington	DoubleTree Suites by Hilton Lexington Attention: Denise Teater 2601 Richmond Road Lexington, KY 40509 DUE: 30 days prior to arrival	Contact Denise Teater for Sertifi link DUE: Prior to Arrival	Denise Teater 859-335-4373 or denise.teater@hilton.com	Send your valid KY State tax exemption form to Denise Teater at denise.teater@hilton.com.
Embassy Suites Lexington UK Coldstream	Embassy Suites by Hilton UK Coldstream	Embassy Suites by Hilton UK Coldstream Attention: Tom Darsheld / Kentucky Beta Club 1801 Newtown Pike Lexington, KY 40511 DUE: 3 days prior to arrival	Contact Summer Heath. Summer will send a SertifiPay link to you. DUE: 3 days prior to arrival	Summer Heath 859-455-5162 or summer.heath@atriumhospitality.com	Must submit valid tax exempt form prior to arrival. Send to Summer Heath at summer.heath@atriumhospitality.com.
Embassy Suites Lexington Green	Embassy Suites	Embassy Suites Attention: Ronda Kanatzar 245 Lexington Green Lexington, KY 40503 DUE: 2 Weeks Prior to Arrival	Contact Ronda Kanatzar DUE: prior to arrival	Ronda Kanatzar 859-271-7127 or email ronda.kanatzar@hilton.com	Send KY State Tax Exempt form to Sadie Price at sadie.price@hilton.com
Everhome Suites Lexington Horse Park	Lexington Green Circle	Everhome Suites Lexington Attention: Anthony Pompa 757 Newtown Springs Dr. Lexington, KY 40511 DUE: January 15, 2027	Contact Anthony Pompa. Form must be signed by authorized signer. DUE: January 21, 2027	For questions, contact Anthony Pompa at 859-203- 4143 or email anthony.pompa@stayatchoice.com.	Must have valid state of Kentucky tax exempt form. Form cannot be from another state. Email to Anthony Pompa - anthony.pompa@stayatchoice.com.
Fairfield Inn Lexington North	Fairfield inn & Suites Lexington North	Fairfield Inn & Suites Lexington North Attention: Sharnell Waide 2100 Hackney Place Lexington, KY 40511 DUE: January 12, 2027	The host would have to email, Sharnell, to receive a credit card authorization form DUE: January 12, 2027	Sharnell Waide - 859-977-5870 or sharnell.waide@fairfieldinn.com.	Send tax exempt forms to Sharnell Waide in advance: sharnell.waide@fairfieldinn.com. They can also be presented at check-in, but the hotel prefers to receive them in advance.
Fairfield Inn & Suites Lexington East I-75	Fairfield Inn & Suites Lexington East-I/75	Fairfield Inn & Suites Lexington East-I/75 Attention: Paula Asher 2211 Ekhorn Road Lexington, KY 40505 DUE: January 5, 2027	Contact Paula Asher DUE: January 5, 2027	Call 859-303-5175 or email Paula Asher at paula.asher@mariott.com.	Send tax exempt form to Laia Whitfield, laia.whitfield@mariott.com. For questions, contact Laia at 513-331-8429.
Hampton Inn Lexington Medical Center UK	Hampton Inn Lexington Medical Center	Hampton Inn Lexington Medical Center Attention: Rob Puckett 1953 Nicholasville Rd. Lexington, KY 40503 DUE: January 24, 2027	Rob Puckett DUE: January 24, 2027	Call Rob Puckett 859.313.9019 or email Rob at robert.puckett@hilton.com for credit card authorization form.	Send to Rob Puckett Rob at robert.puckett@hilton.com.
Hilton Garden Inn Lexington Hamburg	Hilton Garden Inn Lexington Hamburg	Hilton Garden Inn Lexington Hamburg Attention: John Kaiser 1973 Plaudit Place Lexington, KY 40509 DUE: January 24, 2027	John Kaiser DUE: January 11, 2027	Call John at 859-543-8300 or email him at john.kaiser@hilton.com	Email tax exempt form to john.kaiser@hilton.com or present it at check in.
Hilton Lexington Downtown	Hilton Lexington Downtown (include school/sponsor name)	Hilton Lexington Downtown Attention: Bruce Sillman 369 West Vine Street Lexington, KY 40507 DUE: Prior to arrival	Bryna Reed DUE: 1 week prior to arrival	To request a credit card authorization email Bryna Reed. Bryna will email a secure/encrypted link through Sertifi. Bryna will be reaching out to all schools once reservations are confirmed to make payment arrangements. Bryna.reed@hilton.com or call 859-281-3784.	For check payments or purchase orders we will need the tax exempt certificate. For credit card payments, we must have an image of the tax exempt credit card with ONLY the last four digits and school/organization name showing. This is required by the IRS. Bryna will be reaching out to all schools when reservations are confirmed to make payment arrangements and can send a pro-forma invoice. Schools can set up a credit card authorization, mail a check, or we can bill their board of education with a purchase order.
Holiday Inn Express Lexington Horespark	Holiday Inn Express Lexington Horse Park	Holiday Inn Express Lexington Horse Park Attention: Sharnell Waide 1935 Stanton Way Lexington, KY 40511 DUE: January 11, 2027	Sharnell Waide DUE: January 18, 2027	Please reach out to Sharnell Waide to request a credit card authorization form. 859-977-5870x153 or sharnell.waide@gmail.com.	Send tax exempt form to Sharnell Waide sharnell.waide@gmail.com. KY state form or KY Form 51A260 (this form is for any out of state schools)
Home2 Suites Lexington University Medical	Home2Suites Lexington	Home2Suites Lexington Attention: Logan Buren 126 East Lowry Lane Lexington, KY 40503 DUE: 10 days prior to check-in	Logan Buren DUE: by check-in	Please reach out to Logan Buren at 859-300-0667 or logan.buren@lexmc.com to request a credit card authorization form.	Please send a copy of your tax exempt form to Logan Buren at logan.buren@lexmc.com.
Hyatt Place Lexington	Hyatt Place Lexington	Hyatt Place Lexington Attention: Megan Byrd 2001 Bryant Road Lexington, KY 40509 DUE: By day of arrival	Megan Byrd DUE: 14 days prior to arrival	Contact Megan at megan.byrd@hyatt.com or 859- 296-0091 for a pro-forma invoice. Once approved by you, your payment will be processed.	Send tax exempt form to Megan Byrd at megan.byrd@hyatt.com.
Hyatt Regency	Hyatt Regency Lexington	Hyatt Regency Lexington Attention: Accounting 401 High Street Lexington, KY 40507 DUE: 2 weeks prior to check-in	Tina Durham DUE: 1 week prior to check-in	Contact Tina to request a credit card authorization form at 859-519-4216 or Tina.durham@hyatt.com	Send signed tax exempt certificate from Frankfurt, KY to Tina Durham at tina.durham@hyatt.com

Lexington Marriott City Center	Lexington Marriott City Center	Lexington Marriott City Center Attention: Ryan Alexander 121 W. Vine Street Lexington, KY 40507 DUE: January 24, 2027	Ryan Alexander DUE: January 24, 2027	Please contact Ryan Alexander 859-253-1000 ext. 214 or ryan.alexander@marriott.com for a credit card authorization form.	Please email tax exempt form to ryan.alexander@marriott.com, or bring copy to give at front desk at check in.
Marriott Lexington Griffin Gate Golf Resort & Spa	Lexington Marriott Griffin Gate	Lexington Marriott Griffin Gate Attention: Miho Stepka 1800 Newtown Pike Lexington, KY 40511 DUE: January 11, 2027	Miho Stepka DUE: January 18, 2027	Contact Miho for a credit card authorization link. miho.stepka@marriott.com or 859-288-6144.	Please mail check and KY state tax exempt form to Miho Stepka. For questions, please contact Miho at 859-288-6144 or miho.stepka@marriott.com.
Origin Hotel Lexington	Origin Hotel Lexington	Origin Hotel Lexington Attention: Jennifer Goodpaster 4174 Rowan Lexington, KY 40517 DUE: No later than upon arrival	Jennifer Goodpaster DUE: No later than upon arrival	Contact Jennifer Goodpaster in advance of arrival for a credit card authorization form at jgoodpaster@originhotelllexington.com or 859-245-0400.	Please send you tax exempt form to Jennifer Goodpaster at jgoodpaster@originhotelllexington.com.
Residence Inn Lexington City Center	Lexington Residence Inn City Center	Lexington Residence Inn City Center Attention: Ryan Alexander 150 W. Main Street Lexington, KY 40507 DUE: January 24, 2027	Ryan Alexander DUE: January 24, 2027	Please contact Ryan Alexander 859-253-1000 ext. 214 or ryan.alexander@marriott.com for a credit card authorization form.	Please email tax exempt form to ryan.alexander@marriott.com, or bring copy to give at front desk at check in.
SpringHill Suites Lexington Near UK	SpringHill Suites Lexington Near the University of Kentucky	SpringHill Suites Lexington Near UK Attention: Alden Frahm 863 S. Broadway Lexington, KY 40504	Marci Dunn: DUE: January 21, 2027	Contact Marci Dunn for credit card authorization form at 859-552-0117 or marci.dunn@crestlinehotels.com	Email a copy of KY State Tax Exemption form and a front and back copy of the credit card used to pay for rooms. Black out the first 12 numbers on the credit card. WE MUST BE ABLE TO SEE THE LAST 4 NUMBERS OF THE CREDIT CARD. Email to marci.dunn@crestlinehotels.com
The Campbell House Lexington, Curio Collection by Hilton	The Campbell House Lexington	The Campbell House Lexington 1375 S Broadway Lexington, KY 40504 DUE: 10 business days prior to arrival	Jennifer Ambts DUE: 10 business days prior to arrival	Please reach out to Jennifer for a Sertifi Credit Card Authorization Form. 859-519-1317 or Jennifer.Ambts@hilton.com	For questions, please contact Jennifer Ambts, 859-519-1317 or jennifer.ambts@hilton.com. A current & completed copy of the KY State Blanket Certificate of Exemption is required for tax exemption along with payment from the same tax exempt organization.
The Manchester Hotel	The Manchester Hotel	The Manchester Hotel Attention: Sales / Accounting 941 Manchester Street Lexington, KY 40508 DUE: 1 week prior to arrival	The Front Desk DUE: 24 hours prior to arrival	Please contact the Front Desk in advance to set up payment by credit card by calling 859-785-3900 or emailing frontdesk@themanchesterky.com.	Submit a valid tax exemption certificate to Alex Stanley at sales@themanchesterky.com. Payment must be made directly by the school using a school issued card, check, ACH, or approved master account. Personal payments are not eligible. Applicable transient taxes and fees still apply. Please contact Alex at 859-785-3900 with any questions.
Tru by Hilton	Tru by Hilton Lexington University Medical Center	Tru by Hilton Lexington University Medical Center Attention: Ginieria Harley 535 Waller Ave Lexington, KY 40504 DUE: January 1, 2027	Ginieria Harley DUE: 48 hours prior to arrival	Please contact Ginieria Haley for a credit card authorization form at (859) 687 9700 or lexum_tru@hilton.com.	KY State Tax Exemption must be sent prior to arrival to lexum_tru@hilton.com