



LOUISIANA SR BETA 2027
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Baton Rouge, LA
February 16-19, 2027

Check Payment and Credit Card Authorization DEADLINE: See Individual Hotel Notes 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 due dates outlined 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	
Embassy Suites Hotel by Hilton	Embassy Suites Baton Rouge	Embassy Suites Baton Rouge 4914 Constitution Ave Baton Rouge, LA 70808 DUE: 7 days prior to arrival	Email Bonnie Campagna for credit card authorization DUE: 7 days prior to arrival	Bonnie Campagna Bonnie.campagna@hilton.com (225) 228-7176	Must have signed Tax Form R-1056 Bonnie Campagna Bonnie.campagna@hilton.com (225) 228-7176
Hampton Inn & Suites Baton Rouge East	Hampton Inn & Suites Baton Rouge East	Hampton Inn & Suites Baton Rouge East Attn: Brittany Boudreaux 11271 Reiger Road Baton Rouge, LA 70809 DUE: 2/3/2027	Email Brittany Boudreaux for credit card authorization DUE: 2/9/2027	Brittany Boudreaux BRITTANY.BOUDREAUX@hilton.com (225) 751-6600	Please contact Brittany Boudreaux for tax exempt process.
Hampton Inn Baton Rouge I-10 & College Dr	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON
Hilton Baton Rouge Capitol Center	Hilton Baton Rouge Capitol Center	Hilton Baton Rouge Capitol Center Attn: Aaron Russell 201 Lafayette St Baton Rouge, LA 70801 DUE: 2/5/2027	Email Aaron Russell for credit card authorization DUE: 2/10/2027	Aaron Russell aaron.russell@hiltonbr.com (225) 906-5756	The school needs to send their Tax Exempt Forms with the checks for payment. If they pay with a credit card, then they can email it when they send us the Credit Card Authorization Form. We require 1 Louisiana Tax Exempt Form per school (if the school is paying for all of the rooms). Tax Exempt Form - 1376
Hilton Garden Inn Baton Rouge Airport	Hilton Garden Inn Baton Rouge	Attn: Christopher Taylor 3330 Harding Blvd Baton Rouge, LA 70807 DUE: February 1, 2027	Call Christopher Taylor for credit card authorization DUE: February 1, 2027	Christopher Taylor (225) 357-6177	Must have signed Tax Form R-1056
Home2 Suites by Hilton Baton Rouge CityPlace	Home2 Suites Baton Rouge CityPlace	Home2 Suites Baton Rouge CityPlace Attn: Brittney Temple 2552 Cityplace Court Baton Rouge, LA 70808 DUE: 5 Days Prior to Arrival	Please contact Brittney Temple for credit card authorization form. DUE: 5 Days Prior to Arrival	Brittney Temple 225-800-1990 brittney.temple@hilton.com	Must receive tax exempt form prior to or at arrival.
Homewood Suites Baton Rouge	Hotel is not able to accept check payment.	Hotel is not able to accept check payment.	Please contact Julie Mejia-Brown for credit card authorization form. DUE: 2 weeks Prior to Arrival	Julie Mejia-Brown Julia.Mejia-Brown2@Hilton.com 225-927-1700	Please contact Julie Mejia-Brown for tax exempt information.
Hotel Indigo Baton Rouge Downtown	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON
Origin Hotel Baton Rouge	Origin Hotel Baton Rouge	Origin Hotel Baton Rouge Attn: Courtney Wesley 101 St. Ferdinand St. Baton Rouge, LA 70802 DUE: 14 days prior to arrival	Please contact Courtney Wesley for credit card authorization form. DUE: 72 hours Prior to Arrival	Courtney Wesley cwesley@originhotelbatonrouge.com 225-224-0022	Tax exempt form must be presented on or before check in date to be tax exempt. Taxes CANNOT be adjusted after check in.
Residence Inn Baton Rouge Near LSU	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON
Sonesta ES Suites Baton Rouge University at Southgate	Sonesta ES Suites	Sonesta ES Suites Attn: Deborah Sanders 4001 Nicholson Drive Baton Rouge, LA 70809 DUE: 30 days prior to arrival	Please contact Deborah Sanders for credit card preauthorization form. DUE: 2 weeks prior to arrival	Deborah Sanders deborah@auhospitality.com 225-361-0009	Must have tax exempt forms from the state of Louisiana.
SpringHill Suites Baton Rouge North Airport	Please reach out to London Gearing for information on providing a check payment. London.gearing@oliverhotelsandresorts.com (225) 356-6705	Please reach out to London Gearing for information on providing a check payment. London.gearing@oliverhotelsandresorts.com (225) 356-6705	Email London Gearing for credit card authorization DUE: 30 days prior to arrival	London Gearing London.gearing@oliverhotelsandresorts.com (225) 356-6705	Please reach out to London Gearing for information on tax exemption. London.gearing@oliverhotelsandresorts.com (225) 356-6705