



**2026 NATIONAL SPEECH & DEBATE TOURNAMENT
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
RICHMOND, VA
JUNE 14-19, 2026**

Check Payment and Credit Card Authorization DEADLINE Vary by Hotel. Please refer to the details below.

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	
Aloft Richmond West Short Pump	Aloft Richmond	Aloft Richmond ATTN: Ramez Boules 3939 Duckling Dr. Glen Allen, VA 23060 Due: 14 Days prior to arrival, not before May 7, 2026	Complete credit card authorization form via Sertifi Due: 14 Days prior to arrival	Ramez Boules ramez.boules@shaminhotels.com 804-433-1888	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Ramez Boules - ramez.boules@shaminhotels.com . Questions about tax exempt - please email or call Ramez at 804-433-1888.
avid - Glen Allen Richmond North Ashland	avid Richmond North Hotel	avid Richmond North Hotel 10261 Washington Hwy Glen Allen, VA 23059 Due: 14 days prior to arrival, not before May 7, 2026	Complete credit card authorization form (in file under Forms) and send to fd.avidhotelricav@gmail.com or emorrice@nhghotels.com DUE: after May 7, 2026	Eileen Morrice emorrice@nhghotels.com	Hotel rooms are not typically tax exempt because they are not "tangible" items. Guests need to present a VA state tax exempt form. The hotel will have their corp. office review submissions for qualification. Please send to emorrice@nhghotels.com
Best Western Plus Governor's Inn	Best Western Plus Governor's Inn	Best Western Plus Governor's Inn ATTN: Chauna Jones 9826 Midlothian Turnpike Richmond, VA 23235 DUE BY: June 6, 2026	Email Chauna Jones for credit card authorization form DUE BY: June 6, 2026	Chauna Jones bwgovernorsinn@yahoo.com	Must present completed tax exempt form or State or Federal employee ID upon check in - there are no guarantees of exemption until documents are verified. For more info, please contact Chauna Jones bwgovernorsinn@yahoo.com
Best Western Premier - Richmond City Gateway	Best Western Premier Richmond City Gateway	Best Western Premier Richmond City Gateway ATTN: Rahna Pathak 4303 Commerce Road Richmond, VA 23234 DUE BY: May 31, 2026	Email Rahna Pathak for credit card authorization form DUE BY: May 31, 2026	Rahna Pathak hisales@drivaconsultingllc.com	The non profit school must be able to present a non profit letter issued from the state of VA with an Exemption number that starts with SE and then is followed by their EIN. The letter must proactively state that the "exemption also applies to taxable services, like hotel and motel accommodations". This statement is typically in the 1st paragraph. The non profit must pay for the rooms directly (individuals can not pay).
Best Western Premier Glen Allen Inn	Best Western Plus Glen Allen	Best Western Plus Glen Allen ATTN: General Manager 8607 Telegraph Rd Glen Allen, VA 23060	Email the Hotel front desk for credit card authorization form	Front Desk bwj@allen@gmail.com	Email the Hotel front desk for details for Tax Exempt information requirements bwj@allen@gmail.com
Courtyard Richmond Airport	Courtyard Richmond Airport	Courtyard Richmond Airport 5400 Williamsburg Rd Sandston, VA 23150 Due: 14 days prior to arrival, not before May 7, 2026.	Complete credit card authorization form via Sertifi Due: 14 Days prior to arrival	Shayne LaBenz shayne.labenz@shaminhotels.com 804-652-0500	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Shayne LaBenz - shayne.labenz@shaminhotels.com . Questions about tax exempt - please email or call Shayne at 804-652-0500.
Courtyard Richmond Downtown	Courtyard Residence Inn	Courtyard Residence Inn 1320 E Cary St Richmond, VA 23219 DUE BY: May 29, 2026	Email Demetrius Jones for credit card authorization form DUE BY: May 29, 2026	Demetrius Jones demetrius.jones@whitelodging.com	A tax exempt form will need to be emailed to Demetrius Jones for review and final determination of tax exemption status. Demetrius Jones demetrius.jones@whitelodging.com
Courtyard Richmond North Glen Allen	Courtyard Richmond North Glen Allen	Courtyard Richmond North / Glen Allen 10077 Brook Rd. Glen Allen, VA 23059 DUE: 14 days prior to arrival, not before May 7, 2026	Contact Jack Sapia for credit card authorization link to Sertifi Due: at least 14 days prior to arrival, but not before May 7, 2026	Jack Sapia jack.sapia@shaminhotels.com 804-266-6900	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Jack Sapia - jack.sapia@shaminhotels.com . Questions about tax exempt - please email or call Jack at 804-266-6900.
Courtyard Richmond West	Courtyard Richmond West	Courtyard by Marriott Richmond West ATTN: Akeedia Taylor 6400 W Broad St Richmond, VA 23230 DUE BY: Arrival date	Email Akeedia Taylor for credit card authorization form DUE BY: Arrival date	Akeedia Taylor akeedia.taylor@marriott.com 850-341-7548	Government issued credit cards with specific account number prefixes. MasterCard beginning with 5568 or 5565; Visa beginning with 4486 or 4614. Please contact Akeedia Taylor with questions at akeedia.taylor@marriott.com or 850-341-7548.
Delta by Marriott Richmond Downtown	Delta Hotels by Marriott Richmond Downtown	Delta Hotels by Marriott Richmond Downtown ATTN: Rob Johnson 555 E Canal St Richmond, VA 23219 DUE BY: (2) weeks prior to arrival	Email Rob Johnson for credit card authorization form DUE BY: (2) weeks prior to arrival	Rob Johnson rob.johnson@deltarichmond.com	Email Tax Exempt Form Rob Johnson rob.johnson@deltarichmond.com
Doubletree Richmond Airport	Doubletree Hotel Richmond Airport	Doubletree Hotel Richmond Airport ATTN: Kattie Daniel 445 International Center Sandston, VA 23235 DUE: at least 14 days prior to arrival, not before May 7, 2026	Email Kattie Daniel for credit card authorization link from Sertifi Due: 14 days prior to arrival but not before May 7, 2026	Kattie Daniel kattie.daniel@shaminhotels.com 804-236-1111	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Kattie Daniel - kattie.daniel@shaminhotels.com . Questions about tax exempt - please email or call Kattie at 804-236-1111.

Doubletree Richmond Midlothian	Doubletree Richmond Midlothian	Doubletree Hotel Richmond Midlothian ATTN: Alyssa Schertz 1021 Koger Center Blvd Richmond, VA 23235 DUE: at least 14 days prior to arrival, not before May 7, 2026	Contact Alyssa Schertz for credit card authorization link from Sertifi DUE: 14 days prior to arrival, but not before May 7, 2026	Alyssa Schertz alyssa.schertz@shaminhotels.com 804-379-3800	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Alyssa Schertz - alyssa.schertz@shaminhotels.com . Questions about tax exempt - please email or call Alyssa at 804-379-3800.
Drury Plaza Hotel Richmond	Drury Plaza Hotel Richmond	Drury Plaza Hotel Richmond Attn: Carly Rayburg 11049 W Broad St Glen Allen, VA 23060 Please contact Claire Rees at Claire.Rees@druryhotels.com so we can set up a sub-block for the group prior to the check being sent. DUE: (2) weeks prior to arrival	Email Claire Rees for credit card authorization form If school is covering multiple reservations, please send the school/group name, as well as a list of all reservation names in the group. Hotel will then send the contact a cc authorization form to complete. DUE BY: Reach out to Claire after cut-off for form	Claire Rees claire.rees@druryhotels.com	Please send tax documents to Claire Rees at claire.rees@druryhotels.com . The documents will be sent off to our Sales Tax team for approval. Claire Rees claire.rees@druryhotels.com
Embassy Suites by Hilton Richmond	Embassy Suites by Hilton Richmond	Embassy Suites by Hilton Richmond ATTN: Jordan Albury 2925 Emerywood Parkway Richmond, VA 23294 DUE: 14 days prior to arrival but not before May 7, 2026	Contact Jordan Albury for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Jordan Albury jordan.albury@hilton.com 804-672-8585	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Jordan Albury - jordan.albury@hilton.com . Questions about tax exempt - please email or call Jordan at 804-672-8585.
Fairfield Inn & Suites - Ashland Richmond	Winding Brook LLC	Fairfield Inn by Marriott ATTN: Amy Reiss 11625 Lakeridge Parkway Ashland, VA 23005 DUE: 2 weeks prior to arrival	Email Amy Reiss for credit card authorization form DUE BY: June 8, 2026	Amy Reiss amy.reiss@marriott.com	Email tax exempt form to Amy Reiss - amy.reiss@marriott.com after May 9.
Fairfield Inn & Suites Richmond Midlothian	Checks not accepted	Checks not accepted	Email Nia Negrette for credit card authorization form DUE: 10 days prior to check in for advanced payment or present completed form upon arrival	Nia Negrette nia.negrette@sinahospitality.com	Send tax exempt request to Nia Negrette or Regina Barbour - guests must provide Tax Exempt of non-tangible services form from the state of Virginia - nia.negrette@sinahospitality.com ; regina.barbour@sinahospitality.com
Four Points by Sheraton Richmond - Midlothian Turnpike	Four Points by Sheraton Richmond	Four Points by Sheraton Richmond ATTN: Jan Krogh or Morgan Lewis 9901 Midlothian Turnpike Richmond, VA 23235 DUE BY: May 29, 2026	Email Jan Krogh or Mogan Lewis for credit card authorization form DUE BY: May 29, 2026	Jan Krogh jan.krogh@fourpointsrichmond.com . OR Morgan Lewis morgan.lewis@fourpointsrichmond.com	ST-12 or ST-13 Form. Different forms can be discussed with Jan Krogh jan.krogh@fourpointsrichmond.com (804) 521-2211
Four Points Richmond Airport	Four Points by Sheraton Richmond Airport	Four Points by Sheraton Richmond Airport ATTN: Jennifer Abreu 4700 S Laburnum Ave Richmond, VA 23231 DUE BY: (14) days prior to arrival	Email Bernard David for credit card authorization form DUE BY: (14) days prior to arrival	Bernard David bernard.david@fourpointsrichmondairport.com	Tax Exempt Form Email to John White john.white@smi-hotelsgroup.com
Graduate Hotel Richmond	Graduate Richmond	Graduate Richmond ATTN: Chris Sledge 301 W Franklin St Richmond, VA 23220 DUE: (1) week prior to arrival	Email Justin McCray for credit card authorization form	Justin McCray justin.mccray2@hilton.com Form can be submitted up to date of arrival (excluding weekends/holidays)	A valid tax exempt form from the State of Virginia or a Federal tax exempt form. Chris Sledge chris.sledge@schultehospitality.com
Hampton Inn - Richmond West Innsbrook Glen Allen	Checks not accepted	Checks not accepted	Email Kati Crews for credit card authorization form DUE BY: May 22, 2026	Kati Crew kac2199@gmail.com	Do not accept Tax Exempt.
Hampton Inn & Suites Richmond Downtown	Hampton Inn & Suites Downtown Richmond	Hampton Inn & Suites Downtown Richmond ATTN: Nick Chatterji 700 E. Main Street, Suite A Richmond, VA 23219 DUE BY: May 1, 2026	Email James Lee for credit card authorization form via Sertifi DUE BY: May 1, 2026	James Lee james.lee@shaminhotels.com 804-709-0932	Contact Nick Chatterji nick.chatterji@shaminhotels.com 804-643-2900
Hampton Inn & Suites Richmond Short Pump	Hampton Inn & Suites Richmond Short Pump	Hampton Inn & Suites Richmond Short Pump ATTN: Karyl Atkins 12341 W. Broad Street Richmond, VA 23233 DUE: 14 days prior to arrival, not before May 7, 2026	Email Karyl Atkins for credit card authorization form from Sertifi DUE: 14 days prior to arrival, but not before May 7, 2026	Karyl Atkins karyl.atkins@shaminhotels.com 804-773-7111	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Karyl Atkins - karyl.atkins@shaminhotels.com . Questions about tax exempt - please email or call Karyl at 804-773-7111.
Hampton Inn & Suites Richmond/Virginia Center	Hampton Inn & Suites Richmond / Virginia Center	Hampton Inn & Suites Virginia Center ATTN: Sharon Jones or Corey Fleming 1101 Technology Park Dr. Glen Allen, VA 23059 DUE BY: May 20, 2026	Email Sharon Jones or Corey Fleming DUE BY: May 20, 2026	Sharon Jones or Corey Fleming agmrichampton@hmccompanies.com 804-261-2266	Sharon Jones or Corey Fleming agmrichampton@hmccompanies.com Due Date May 7, 2026
Hampton Inn Richmond Airport	Hampton Inn Richmond Airport	Hampton Inn Richmond Airport ATTN: Kattie Daniel 421 International Center Sandston, VA 23150 DUE: 14 days prior to arrival, not before May 7, 2026	Email Kattie Daniel for credit card authorization form link from Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Kattie Daniel kattie.daniel@shaminhotels.com 804-226-1888	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Kattie Daniel - kattie.daniel@shaminhotels.com . Questions about tax exempt - please email or call Kattie at 804-226-1888.
Hampton Inn Richmond Glenside	Hampton Inn & Suites Richmond/Glenside Hotel	Hampton Inn & Suites Richmond/Glenside ATTN: Tauri Brown 5406 Glenside Dr Richmond, VA 23228	Email Tauri Brown for credit card authorization form DUE BY: June 12, 2026 @ 3:00pm	Tauri Brown dos.hjglenside@kmhotels.com	Organizations are only eligible for tax exemption on guest rooms if the organization is paying directly with GSA paycards that are centrally billed using government funds. Please visit: https://smartpay.gsa.gov/smarttax/recognizing-your-account/ , to see if your organization qualifies for this exemption based on the guidelines.
Hampton Inn Richmond Mechanicsville	Hampton Inn Richmond Mechanicsville	Hampton Inn Richmond Mechanicsville ATTN: Reservations Department 7733 Bell Creek Rd Mechanicsville, VA 23111 DUE: 14 days prior to arrival, not before May 7, 2026	Reservations Department -contact name TBD	Contact TBD 804.559-0559	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to the hotel. Contact the hotel for the contact name and email address at 804-559-0559.

Hampton Inn Richmond Midlothian Turnpike	Hampton Inn Richmond Midlothian Turnpike	Hampton Inn Richmond Midlothian Turnpike ATTN: Vinayak Rana 800 Research Rd Richmond, VA 23236 DUE: 14 days prior to arrival, not before May 7, 2026	Contact Vinayak Rana for credit card authorization form link from Sertifi DUE: 14 days prior to arrival, but not before May 7, 2026	Vinayak Rana vinayak.rana@shaminhotels.com 804-897-2800	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Vinayak Rana - vinayak.rana@shaminhotels.com . Questions about tax exempt - please email or call Vinayak at 804-897-2800.
Hampton Inn Richmond Southwest Hull Street	Hampton Inn Richmond Southwest Hull Street	Hampton Inn Richmond Southwest Hull Street ATTN: Ryan Hughes 3620 Price Club Blvd Midlothian, VA 23112 DUE: at least 14 days prior to arrival, not before May 7, 2026	Email Ryan Hughes for credit card authorization form link from Sertifi DUE: at least 14 days prior to arrival, but not before May 7, 2026	Ryan Hughes ryan.hughes@shaminhotels.com 804-675-0000	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Ryan Hughes - ryan.hughes@shaminhotels.com . Questions about tax exempt - please email or call Ryan at 804-675-0000
Hilton Garden Inn Richmond Airport	Hilton Garden Inn Richmond Airport	Hilton Garden Inn Richmond Airport ATTN: Ben English 441 International Center Sandston VA 23150 DUE: 14 days prior to arrival, not before May 7, 2026	Email Ben English for credit card authorization form link from Sertifi DUE: at least 14 days prior to arrival, but not before May 7, 2026	Ben English ben.english@shaminhotels.com 804-222-3338	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Ben English - ben.english@shaminhotels.com . Questions about tax exempt - please email or call Ben at 804-222-3338.
Hilton Garden Inn Richmond Innsbrook	MCRT2 Richmond Tenant LLC	MCRT2 Richmond Tenant LLC ATTN: MCR Treasury Department 3200 Olympus Blvd, Suite 400 Dallas, TX 75019 DUE BY: May 29, 2026	Email Erika Wilkinson for credit card authorization form via Sertifi DUE BY: May 29, 2026	Erika Wilkinson erika.wilkinson@hilton.com 804-521-2900	Submit Tax exempt form to Erika Wilkinson erika.wilkinson@hilton.com . 804-521-2900
Hilton Richmond Downtown	Hilton Richmond Downtown	Hilton Richmond Downtown ATTN: Rachel Matos 501 E Broad St Richmond, VA 23219 DUE: 30 days prior to day of arrival	Email Rachel Matos for credit card authorization form DUE: 30 days prior to day of arrival	Rachel Matos rachel.matos2@hilton.com	We need tax exempt form. Hotel will review to ensure form covers sleeping rooms. If so, Hotel will also need W9. Rachel Matos rachel.matos2@hilton.com
Hilton Richmond Hotel Short Pump	Hilton Richmond Hotel Short Pump	Hilton Richmond Hotel Short Pump ATTN: Jaynec Dickens 12042 W. Broad Street Richmond, VA 23233 DUE: 14 days prior to arrival, not before May 7, 2026	Email Jaynec Dickens for link to credit card authorization form through Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Jaynec Dickens jaynec.dickens@shaminhotels.com 804-364-3600	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Jaynec Dickens - jaynec.dickens@shaminhotels.com . Questions about tax exempt - please email or call Jaynec at 804-364-3600.
Holiday Inn & Suites Richmond West End	N/A	N/A	Email Claire Clatterback for credit card authorization form DUE by: June 5, 2026	Claire Clatterback claire@jphospitality.com	Does not accept tax exempt from schools.
Holiday Inn Express - Richmond Northwest I-64	Holiday Inn Express Richmond I-64 Short Pump	Holiday Inn Express Richmond I-64 Short Pump ATTN: Billie Harper 9933 Mayland Dr Richmond, VA 23233 DUE BY: May 18, 2026	Email Katia Diaz for credit card authorization form DUE BY: May 25, 2026	Katia Diaz katia.diaz@dalyseven.com	MUST BE VIRGINIA HOTEL tax exempt form. Hotel tax exempt is limited to State tax of 6% ONLY. If school does have it, it must state that it applies to services such as hotels and motel accommodations. It still requires you to pay the County and TID tax that is 11% Tax exempt form must be received and prepared for approval three weeks prior to arrival.
Holiday Inn Express Brandermill	Holiday Inn Express Brandermill	Holiday Inn Express Brandermill ATTN: Whitney Baxley 5030 West Village Green Dr Midlothian, VA 23112 DUE: 14 days prior to arrival, but not before May 7, 2026	Email Whitney Baxley for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Whitney Baxley whitney.baxley@shaminhotels.com 804-744-7303	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Whitney Baxley - whitney.baxley@shaminhotels.com . Questions about tax exempt - please email or call Whitney at 804-744-7303.
Holiday Inn Express Downtown Richmond	Holiday Inn Express Downtown Richmond	Holiday Inn Express Downtown Richmond ATTN: Patric Gutu 201 E. Cary Street Richmond, VA 23219 DUE: 14 days prior to arrival, not before May 7, 2026	Email Patric Gutu for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Patric Gutu patric.gutu@shaminhotels.com 804-788-1600	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Patric Gutu - patric.gutu@shaminhotels.com . Questions about tax exempt - please email or call Patric at 804-788-1600.
Holiday Inn Express Hotel & Suites Richmond North Ashland	Holiday Inn Express & Suites North Ashland	Holiday Inn Express & Suites North Ashland ATTN: Leslie Garrett 107 S Carter Rd. Ashland, VA 23005 DUE: 14 days prior to arrival, not before May 7, 2026	Email Leslie Garrett for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Leslie Garrett leslie.garrett@shaminhotels.com 804-752-7889	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Leslie Garrett - leslie.garrett@shaminhotels.com . Questions about tax exempt - please email or call Leslie at 804-752-7889.
Holiday Inn Express Richmond Airport	Holiday Inn Express Richmond Airport	Holiday Inn Express Richmond Airport ATTN: Shannon Horne 491 International Center Richmond, VA 23150 DUE: 14 days prior to arrival, not before May 7, 2026	Email Shannon Horne for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Shannon Horne shannon.horne@shaminhotels.com 804-222-1499	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Shannon Horne - shannon.horne@shaminhotels.com . Questions about tax exempt - please email or call Shannon at 804-222-1499.
Holiday Inn Express Richmond Mechanicsville	Holiday Inn Express Richmond Mechanicsville	Holiday Inn Express Richmond Mechanicsville ATTN: Mark Cacal 7441 Bell Creek Rd Mechanicsville, VA 23111 DUE: at least 14 days prior to arrival, not before May 7, 2026	Email Mark Cacal for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Mark Cacal mark.cacal@shaminhotels.com 804-559-0022	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Mark Cacal - mark.cacal@shaminhotels.com . Questions about tax exempt - please email or call Mark at 804-559-0022.
Holiday Inn Express Richmond Midtown COMING SOON					
Home2 Suites by Hilton Richmond Short Pump	Home2 Suites by Hilton Richmond Short Pump	Home2 Suites by Hilton Richmond Short Pump ATTN: Tracy Temple 209 Towne Center W Blvd Richmond, VA 23233 DUE: 14 days prior to arrival, not before May 7, 2026	Email Tracy Temple for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Tracy Temple tracy.temple@hilton.com 804-956-2990	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Tracy Temple - tracy.temple@hilton.com . Questions about tax exempt - please email or call Tracy at 804-956-2990.

Homewood Suites by Hilton Richmond Downtown	Homewood Suites Richmond Downtown	Homewood Suite Downtown Richmond ATTN: Nick Chatterji 700 E Main Street, Suite B Richmond, VA 23219 DUE BY: May 1, 2026	Email James Lee for credit card authorization Form via Sertifi DUE BY: May 1, 2026	James Lee James.Lee@shaminhotels.com 804-709-0932	Contact Nick Chatterji for details nick.chatterji@shaminhotels.com 804-643-2900
Homewood Suites by Hilton Richmond West End-Innsbrook	Homewood Suites by Hilton Richmond West End Innsbrook	Homewood Suites by Hilton Richmond West End- Innsbrook ATTN: Sergey Honiyan 4100 Innslake Dr. Glen Allen, VA 23060 DUE: 14 days prior to arrival, not before May 7, 2026	Email Sergey Honiyan for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Sergey Honiyan sergey.honiyan@shaminhotels.com 804-217-8000	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Sergey Honiyan - sergey.honiyan@shaminhotels.com . Questions about tax exempt - please email or call Sergey at 804-217- 8000.
Hyatt House Richmond Short Pump	Hyatt House Richmond Short Pump	Hyatt House Richmond Short Pump ATTN: Mike Berry 11800 W Broad St Suite 109B Richmond, VA 23233 DUE BY: May 8, 2026	Email Jonae Robinson for credit card authorization form	Jonae Robinson jonae.robinson@hyatt.com	Lodging is not tax exempt in our county with out an ST12 form Chrissy White chrissy.white1@hyatt.com
Hyatt Place Richmond Airport	Hyatt Place Richmond Airport	Hyatt Place Richmond Airport ATTN: Ashleigh Clairmont 4401 S Laburnum Ave Richmond, VA 23231 DUE: 14 days prior to arrival, not before May 7, 2026	Email Ashleigh Clairmont for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Ashleigh Clairmont ashleigh.clairmont@shaminhotels.com 804-549-4865	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Ashleigh Clairmont - ashleigh.clairmont@shaminhotels.com . Questions about tax exempt - please email or call Ashleigh at 804-549-4865.
Hyatt Place Richmond-Arboretum	Hyatt Place Richmond Arboretum	Hyatt Place Richmond Arboretum ATTN: Marilyn Cruz 201 Arboretum Pl Richmond, VA 23236 DUE BY: May 8, 2026	Email Jonae Robinson for credit card authorization form DUE BY: May 8, 2026	Jonae Robinson jonae.robinson@hyatt.com	Lodging is not tax exempt in our county with out an ST12 form Chrissy White chrissy.white1@hyatt.com
Hyatt Place Richmond-Innsbrook	Hyatt Place Richmond-Innsbrook	Hyatt Place Richmond-Innsbrook ATTN: Scott Dalton 4100 Cox Rd Glen Allen, VA 23060 DUE: 14 days prior to arrival, not before May 7, 2026	Email Scott Dalton for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Scott Dalton scott.dalton@shaminhotels.com 804-747-9644	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Scott Dalton - scott.dalton@shaminhotels.com . Questions about tax exempt - please email or call Scott at 804-747- 9644.
Linden Row Inn Richmond - World Hotels of Best Western Hotels	Linden Row Inn	Linden Row Inn ATTN: Alexa Kirkpatrick 100 E. Franklin Street Richmond, VA 23219 DUE: 2 weeks prior to check in	Contact Alexa Kirkpatrick for credit card authorization link DUE: 72 Hours Prior to Arrival	Alexa Kirkpatrick Sales@lindenrowinn.com 804-225-5841	Must be a government employee using a government credit card. Contact is Alexa Kirkpatrick. 804-225- 5841 Sales@lindenrowinn.com
Marriott Richmond Downtown	Marriott Richmond	Marriott Richmond ATTN: Kim Carragher 62960 Collection Dr Chicago, IL 60693 DUE BY: May 22, 2026	Email Kim Carragher for credit card authorization form DUE BY: May 22, 2026	Kim Carragher kim.carragher@whitelodging.com	Each school will need to submit a tax exempt form for review, however, its likely they will not be tax exempt. Our Accounting office will review and confirm exemption status. Demetrius Jones demetrius.jones@whitelodging.com
Marriott Richmond Short Pump	Richmond Marriott Short Pump	Richmond Marriott Short Pump ATTN: Melieka Wallace 4240 Dominion Blvd Glen Allen, VA 23060 DUE: no later than June 8, 2026	Contact Melieka Wallace for credit card authorization form through Sertifi DUE BY: May 22, 2026	Melieka Wallace ricmw.dos@commonwealthodging.com 804-968-7104	Roger Nicholls; ricmw.actm@commonwealthodging.com . A Tax Exemption certificate from the state of Virginia is required. Guest room accommodations / lodging is not tax exempt, however food, beverage and a/v services are.
Omni Richmond Downtown	Omni Richmond Hotel	Omni Richmond Hotel ATTN: Diane Elmore 100 S. 12th Street Richmond, VA 23219 DUE BY: May 27, 2026	Email Khalayla Harris for credit card authorization form link DUE BY: May 26, 2026	Khalayla Harris khalayla.harris@omnihotels.com 804-344-7229	Tax exempt only applies to state and federal employees. Guest must have a government issued tax exempt credit card for payment. Contact is Zachary Hulo; zachary.hulo@omnihotels.com ; 804- 344-7208
Residence Inn Richmond Downtown	Residence Inn Richmond Downtown	Courtyard Residence Inn 1320 E Gay St Richmond, VA 23219 DUE BY: May 29, 2026	Email Demetrius Jones for credit card authorization form DUE BY: May 29, 2026	Demetrius Jones demetrius.jones@whitelodging.com	A tax exempt form will need to be emailed to Demetrius Jones for review and final determination of tax exemption status. Demetrius Jones demetrius.jones@whitelodging.com
Residence Inn Richmond West-Midlothian	Residence Inn Richmond West-Midlothian	Residence Inn Richmond West-Midlothian ATTN: Ursula Myhaszky, General Manager 1350 Johnston Willis Dr. Bon Air, VA 23235 DUE: 14 days prior to arrival, not before May 7, 2026	Email Luke Roberts for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Luke Roberts luke.roberts@shaminhotels.com 804-762-9852	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Luke Robert - luke.roberts@shaminhotels.com . Questions about tax exempt - please email or call Luke at 804-762- 9852.
Sheraton Richmond Airport	Sheraton Richmond Airport	Sheraton Richmond Airport ATTN: Kattie Daniel 5501 Eubank Rd Sandston, VA 23150 DUE: 14 days prior to arrival, not before May 7, 2026	Email Kattie Daniel for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026	Kattie Daniel kattie.daniel@shaminhotels.com 804-226-6400	Schools need to pay with a check or credit card that matches the name on the tax exempt form. Please send tax exempt form to Kattie Daniel - kattie.daniel@shaminhotels.com . Questions about tax exempt - please email or call Kattie at 804-226- 6400.
Springhill Suites Richmond Glen Allen Virginia Center	Checks not accepted	Checks not accepted	Email Kati Crews for credit card authorization form DUE BY: 30 days prior to arrival	Kati Crews kati@ihospitality.com	Hotel does not accept tax exempt forms.
The Westin Richmond	Westin Richmond	Westin Richmond ATTN: Katie Farmer 6631 W. Broad Street Richmond, VA 23230 DUE: 30 days prior to arrival	Contact Katie Farmer for credit card authorization form	Katie Farmer katie.farmer@westinrichmond.com 804-205-5208	Send tax exempt documentation to Katie Farmer at katie.farmer@westinrichmond.com

<p>Tru by Hilton - Ashland</p>	<p>Tru by Hilton Ashland VA</p>	<p>Tru by Hilton Ashland VA ATTN: Kelci Turner 101 N Carter Rd Ashland, VA 23005 DUE BY: 14 days prior to arrival</p>	<p>Email Eileen Kelley for credit card authorization form DUE BY: 14 days prior to arrival</p>	<p>Eileen Kelley eileen.kelley@opalhotelsgroup.com</p>	<p>The hotel/vendor must be provided with a properly executed Virginia Sales and Use Tax Certificate of Exemption (Form ST-12 or ST-12A) 14 days prior to arrival. Merely having a 501(c)(3) federal tax-exempt status does not automatically exempt an organization from paying the Virginia sales and lodging taxes. For any exemption to apply, the charge for lodging must be paid directly by the school or institution using a school check, purchase order, or a school-issued credit card. Payments made by individual employees or students, even if they are later reimbursed, are generally not exempt. In addition to the state sales tax, most Virginia cities and counties levy a separate local transient occupancy tax (TOT). Kelci Turner kelci.turner@opalhotelsgroup.com</p>
<p>Virginia Crossings Hotel - Tapestry Collection by Hilton</p>	<p>Virginia Crossings</p>	<p>Virginia Crossings ATTN: Accounting 1000 Virginia Center Pkwy Glen Allen, VA 23059 DUE BY: 10 days prior to arrival</p>	<p>Email Katie Blanton for credit card authorization form DUE BY: 48 hours prior to arrival</p>	<p>Katie Blanton katie.blanton@vacrossings.com</p>	<p>An organization/institution that holds a group/meeting must be in the same name of the organization/institution names on the tax-exempt certificate in order to qualify for tax exemption. The method of payment provided must also be in the same name of the organization holding the tax-exempt certificate (ST12-ST13). The tax-exempt certificate (ST12-ST13) and method of payment must be provided prior to the start of the event date. Sharon Beasley sharon.beasley@vacrossings.com</p>