



**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.

| HOTEL NAME | PAYING FINAL PAYMENT BY CHECK | | PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION | | TAX EXEMPTION |
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| | 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 3959 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@nhgohotels.com Due: after May 7, 2026 | Eileen Morrice emorrice@nhgohotels.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@nhgohotels.com |
| Best Western Plus Governor's Inn | Best Western Plus Governor's Inn | Best Western Plus Governor's Inn ATTN: Chauna Jones 9826 Middlethian 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 hsales@rivacoconsultingllc.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 bwjengallen@gmail.com | Email the Hotel front desk for details for Tax Exempt information requirements bwjengallen@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. |

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| 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@shminhotels.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 agmrichhampton@hmccompanies.com 804-261-2266 | Sharon Jones or Corey Fleming agmrichhampton@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 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.higlenside@kmmhotels.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: Kelly Richmond, General Manager 7733 Bell Creek Rd Mechanicsville, VA 23111 DUE: 14 days prior to arrival, not before May 7, 2026 | Email Kelly Richmond for credit card authorization form DUE: 14 days prior to arrival | Kelly Richmond kelly.richmond@shaminhotels.com 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. |

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| Hampton Inn Richmond Midlothian Turnpike | Hampton Inn Richmond Midlothian Turnpike | Hampton Inn Richmond Midlothian Turnpike ATTN: Vinayak Rana 800 Research Rd Richmond, VA 23296 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: Jaynece Dickens 12042 W. Broad Street Richmond, VA 23233 DUE: 14 days prior to arrival, not before May 7, 2026 | Email Jaynece Dickens for link to credit card authorization form through Sertifi DUE: 14 days prior to arrival but not before May 7, 2026 | Jaynece Dickens jaynece.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 Jaynece Dickens - jaynece.dickens@shaminhotels.com . Questions about tax exempt - please email or call Jaynece 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, 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 | Holiday Inn Express Richmond Midtown | Holiday Inn Express Richmond Midtown ATTN: Sales 2000 Staples Mill Road Richmond, VA 23230 DUE: 15 days prior to arrival, not before May 7, 2026 | Email Antonette Walton-Cuevas for credit card authorization link DUE: 7 days prior to arrival but not before May 7, 2026 | Antonette Walton-Cuevas dos.hiestaples@knhotels.com 804-359-6061 x 7106 or option 2 | Party must pay with a Federal Issued Credit Card with the correct prefixes (GSA SmartPay): Visa, 4614, 4715, 4716, MC, 5565, 5568) to be considered tax exempt from taxes on overnight rooms. Questions should be directed to Antonette Walton-Cuevas at dos.hiestaples@knhotels.com or 804-359-6061. |
| 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. |

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| Homewood Suites by Hilton Richmond Downtown | Homewood Suites Richmond Downtown | Homewood Suite Downtown Richmond ATTN: Alfredo Alvarado 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 Alfredo Alvarado for details alfredo.alvarado@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 Inslake 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 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: Scott Dalton 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@commonwealthlodging.com 804-968-7104 | Roger Nicholls; ricmw.actm@commonwealthlodging.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 Myhasky, General Manager 1350 Johnston Willis Dr. Bon Air, VA 23235 DUE: 14 days prior to arrival, not before May 7, 2026 | Email Ursula Myhasky for credit card authorization link to Sertifi DUE: 14 days prior to arrival but not before May 7, 2026 | Ursula Myhasky ursula.myhasky@shaminhotels.com 304-694-1388 | 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 Ursula Myhasky - ursula.myhasky@shaminhotels.com . Questions about tax exempt - please email or call Ursula at 304-694-1388. |
| 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@jphospitality.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 |

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| <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 (S112-S113). The tax-exempt certificate (S112-S113) and method of payment must be provided prior to the start of the event date. Sharon Beasley sharon.beasley@vacrossings.com</p> |