



**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 <b>Due: 14 Days prior to arrival, not before May 7, 2026</b>	Complete credit card authorization form via Sertifi <b>Due: 14 Days prior to arrival</b>	Ramez Boules <a href="mailto:ramez.boules@shaminhotels.com">ramez.boules@shaminhotels.com</a> 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 - <a href="mailto:ramez.boules@shaminhotels.com">ramez.boules@shaminhotels.com</a> . 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 <b>Due: 14 days prior to arrival, not before May 7, 2026</b>	Complete credit card authorization form (in file under Forms) and send to <a href="mailto:fd.avidhotelricav@gmail.com">fd.avidhotelricav@gmail.com</a> or <a href="mailto:emorrice@nhghotels.com">emorrice@nhghotels.com</a> <b>DUE: after May 7, 2026</b>	Eileen Morrice <a href="mailto:emorrice@nhghotels.com">emorrice@nhghotels.com</a>	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 <a href="mailto:emorrice@nhghotels.com">emorrice@nhghotels.com</a> Chauna Jones
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 <b>DUE BY: June 6, 2026</b>	Email Chauna Jones for credit card authorization form <b>DUE BY: June 6, 2026</b>	Chauna Jones <a href="mailto:bwgovernorsinn@yahoo.com">bwgovernorsinn@yahoo.com</a>	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 <a href="mailto:bwgovernorsinn@yahoo.com">bwgovernorsinn@yahoo.com</a>
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 <b>DUE BY: May 31, 2026</b>	Email Rahna Pathak for credit card authorization form <b>DUE BY: May 31, 2026</b>	Rahna Pathak <a href="mailto:hisales@drivaconsultingllc.com">hisales@drivaconsultingllc.com</a>	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 <a href="mailto:bwj@allen@gmail.com">bwj@allen@gmail.com</a>	Email the Hotel front desk for details for Tax Exempt information requirements <a href="mailto:bwj@allen@gmail.com">bwj@allen@gmail.com</a>
Courtyard Richmond Airport	Courtyard Richmond Airport	Courtyard Richmond Airport 5400 Williamsburg Rd Sandston, VA 23150 <b>Due: 14 days prior to arrival, not before May 7, 2026.</b>	Complete credit card authorization form via Sertifi <b>Due: 14 Days prior to arrival</b>	Shayne LaBenz <a href="mailto:shayne.labenz@shaminhotels.com">shayne.labenz@shaminhotels.com</a> 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 - <a href="mailto:shayne.labenz@shaminhotels.com">shayne.labenz@shaminhotels.com</a> . 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 <b>DUE BY: May 29, 2026</b>	Email Demetrius Jones for credit card authorization form <b>DUE BY: May 29, 2026</b>	Demetrius Jones <a href="mailto:demetrius.jones@whitelodging.com">demetrius.jones@whitelodging.com</a>	A tax exempt form will need to be emailed to Demetrius Jones for review and final determination of tax exemption status. Demetrius Jones <a href="mailto:demetrius.jones@whitelodging.com">demetrius.jones@whitelodging.com</a>
Courtyard Richmond North Glen Allen	Courtyard Richmond North Glen Allen	Courtyard Richmond North / Glen Allen 10077 Brook Rd. Glen Allen, VA 23059 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Contact Jack Sapia for credit card authorization link to Sertifi <b>Due: at least 14 days prior to arrival, but not before May 7, 2026</b>	Jack Sapia <a href="mailto:jack.sapia@shaminhotels.com">jack.sapia@shaminhotels.com</a> 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 - <a href="mailto:jack.sapia@shaminhotels.com">jack.sapia@shaminhotels.com</a> . 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 <b>DUE BY: Arrival date</b>	Email Akeedia Taylor for credit card authorization form <b>DUE BY: Arrival date</b>	Akeedia Taylor <a href="mailto:akeedia.taylor@marriott.com">akeedia.taylor@marriott.com</a> 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 <a href="mailto:akeedia.taylor@marriott.com">akeedia.taylor@marriott.com</a> 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 <b>DUE BY: (2) weeks prior to arrival</b>	Email Rob Johnson for credit card authorization form <b>DUE BY: (2) weeks prior to arrival</b>	Rob Johnson <a href="mailto:rob.johnson@deltarichmond.com">rob.johnson@deltarichmond.com</a>	Email Tax Exempt Form Rob Johnson <a href="mailto:rob.johnson@deltarichmond.com">rob.johnson@deltarichmond.com</a>
Doubletree Richmond Airport	Doubletree Hotel Richmond Airport	Doubletree Hotel Richmond Airport ATTN: Keirston Temple 445 International Center Sandston, VA 23235 <b>DUE: at least 14 days prior to arrival, not before May 7, 2026</b>	Email Keirston Temple for credit card authorization link from Sertifi <b>Due: 14 days prior to arrival but not before May 7, 2026</b>	Keirston Temple <a href="mailto:keirston.temple@shaminhotels.com">keirston.temple@shaminhotels.com</a> 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 Keirston Temple - <a href="mailto:keirston.temple@shaminhotels.com">keirston.temple@shaminhotels.com</a> . Questions about tax exempt - please email or call Keirston at 804-236-1111.

Doubletree Richmond Midlothian	Doubletree Richmond Midlothian	Doubletree Hotel Richmond Midlothian ATTN: Alyssa Schertz 1021 Koger Center Blvd Richmond, VA 23235 <b>DUE: at least 14 days prior to arrival, not before May 7, 2026</b>	Contact Alyssa Schertz for credit card authorization link from Serfifi <b>DUE: 14 days prior to arrival, but not before May 7, 2026</b>	Alyssa Schertz <a href="mailto:alyssa.schertz@shaminhotels.com">alyssa.schertz@shaminhotels.com</a> 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 - <a href="mailto:alyssa.schertz@shaminhotels.com">alyssa.schertz@shaminhotels.com</a> . 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 <a href="mailto:Claire.Rees@druryhotels.com">Claire.Rees@druryhotels.com</a> so we can set up a sub-block for the group prior to the check being sent. <b>DUE: (2) weeks prior to arrival</b>	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. <b>DUE BY: Reach out to Claire after cut-off for form</b>	Claire Rees <a href="mailto:claire.rees@druryhotels.com">claire.rees@druryhotels.com</a>	Please send tax documents to Claire Rees at <a href="mailto:claire.rees@druryhotels.com">claire.rees@druryhotels.com</a> . The documents will be sent off to our Sales Tax team for approval. Claire Rees <a href="mailto:claire.rees@druryhotels.com">claire.rees@druryhotels.com</a>
Embassy Suites by Hilton Richmond	Embassy Suites by Hilton Richmond	Embassy Suites by Hilton Richmond ATTN: Jordan Albury 2925 Emerywood Parkway Richmond, VA 23294 <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Contact Jordan Albury for credit card authorization link to Serfifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Jordan Albury <a href="mailto:jordan.albury@hilton.com">jordan.albury@hilton.com</a> 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 - <a href="mailto:jordan.albury@hilton.com">jordan.albury@hilton.com</a> . 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 <b>DUE: 2 weeks prior to arrival</b>	Email Amy Reiss for credit card authorization form <b>DUE BY: June 8, 2026</b>	Amy Reiss <a href="mailto:amy.reiss@marriott.com">amy.reiss@marriott.com</a>	Email tax exempt form to Amy Reiss - <a href="mailto:amy.reiss@marriott.com">amy.reiss@marriott.com</a> after May 9.
Fairfield Inn & Suites Richmond Midlothian	Checks not accepted	Checks not accepted	Email Nia Negrette for credit card authorization form <b>DUE: 10 days prior to check in for advanced payment or present completed form upon arrival</b>	Nia Negrette <a href="mailto:nia.negrette@sinahospitality.com">nia.negrette@sinahospitality.com</a>	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 - <a href="mailto:nia.negrette@sinahospitality.com">nia.negrette@sinahospitality.com</a> ; <a href="mailto:regina.barbour@sinahospitality.com">regina.barbour@sinahospitality.com</a>
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 <b>DUE BY: May 29, 2026</b>	Email Jan Krogh or Mogan Lewis for credit card authorization form <b>DUE BY: May 29, 2026</b>	Jan Krogh <a href="mailto:jan.krogh@fourpointsrichmond.com">jan.krogh@fourpointsrichmond.com</a> OR Morgan Lewis <a href="mailto:morgan.lewis@fourpointsrichmond.com">morgan.lewis@fourpointsrichmond.com</a>	ST-12 or ST-13 Form. Different forms can be discussed with Jan Krogh <a href="mailto:jan.krogh@fourpointsrichmond.com">jan.krogh@fourpointsrichmond.com</a> (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 <b>DUE BY: (14) days prior to arrival</b>	Email Bernard David for credit card authorization form <b>DUE BY: (14) days prior to arrival</b>	Bernard David <a href="mailto:bernard.david@fourpointsrichmondairport.com">bernard.david@fourpointsrichmondairport.com</a>	Tax Exempt Form Email to John White <a href="mailto:john.white@smi-hotelsgroup.com">john.white@smi-hotelsgroup.com</a>
Graduate Hotel Richmond	Graduate Richmond	Graduate Richmond ATTN: Chris Sledge 301 W Franklin St Richmond, VA 23220 <b>DUE: (1) week prior to arrival</b>	Email Justin McCray for credit card authorization form	Justin McCray <a href="mailto:justin.mccray2@hilton.com">justin.mccray2@hilton.com</a> 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 <a href="mailto:chris.sledge@schultehospitality.com">chris.sledge@schultehospitality.com</a>
Hampton Inn - Richmond West Innsbrook Glen Allen	Checks not accepted	Checks not accepted	Email Kati Crews for credit card authorization form <b>DUE BY: May 22, 2026</b>	Kati Crew <a href="mailto:kac2199@gmail.com">kac2199@gmail.com</a>	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 <b>DUE BY: May 1, 2026</b>	Email James Lee for credit card authorization form via Serfifi <b>DUE BY: May 1, 2026</b>	James Lee <a href="mailto:james.lee@shaminhotels.com">james.lee@shaminhotels.com</a> 804-709-0932	Contact Nick Chatterji <a href="mailto:nick.chatterji@shaminhotels.com">nick.chatterji@shaminhotels.com</a> 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 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Karyl Atkins for credit card authorization form from Serfifi <b>DUE: 14 days prior to arrival, but not before May 7, 2026</b>	Karyl Atkins <a href="mailto:karyl.atkins@shaminhotels.com">karyl.atkins@shaminhotels.com</a> 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 - <a href="mailto:karyl.atkins@shaminhotels.com">karyl.atkins@shaminhotels.com</a> . 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 <b>DUE BY: May 20, 2026</b>	Email Sharon Jones or Corey Fleming <b>DUE BY: May 20, 2026</b>	Sharon Jones or Corey Fleming <a href="mailto:agmrichampton@hmccompanies.com">agmrichampton@hmccompanies.com</a> 804-261-2266	Sharon Jones or Corey Fleming <a href="mailto:agmrichampton@hmccompanies.com">agmrichampton@hmccompanies.com</a> 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 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Kattie Daniel for credit card authorization form link from Serfifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Kattie Daniel <a href="mailto:kattie.daniel@shaminhotels.com">kattie.daniel@shaminhotels.com</a> 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 - <a href="mailto:kattie.daniel@shaminhotels.com">kattie.daniel@shaminhotels.com</a> . 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 Borwn 5406 Glenside Dr Richmond, VA 23228	Email Tauri Brown for credit card authorization form <b>DUE BY: June 12, 2026 @ 3:00pm</b>	Tauri Brown <a href="mailto:dos.hjglenside@kmhotels.com">dos.hjglenside@kmhotels.com</a>	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: <a href="https://smartpay.gsa.gov/smarttax/recognizing-your-account/">https://smartpay.gsa.gov/smarttax/recognizing-your-account/</a> , 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 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Kelly Richmond for credit card authorization form <b>DUE: 14 days prior to arrival</b>	Kelly Richmond <a href="mailto:kelly.richmond@shaminhotels.com">kelly.richmond@shaminhotels.com</a> 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 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Contact Vinayak Rana for credit card authorization form link from Sertifi <b>DUE: 14 days prior to arrival, but not before May 7, 2026</b>	Vinayak Rana <a href="mailto:vinayak.rana@shaminhotels.com">vinayak.rana@shaminhotels.com</a> 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 - <a href="mailto:vinayak.rana@shaminhotels.com">vinayak.rana@shaminhotels.com</a> . 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 <b>DUE: at least 14 days prior to arrival, not before May 7, 2026</b>	Email Ryan Hughes for credit card authorization form link from Sertifi <b>DUE: at least 14 days prior to arrival, but not before May 7, 2026</b>	Ryan Hughes <a href="mailto:ryan.hughes@shaminhotels.com">ryan.hughes@shaminhotels.com</a> 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 - <a href="mailto:ryan.hughes@shaminhotels.com">ryan.hughes@shaminhotels.com</a> . 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 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Ben English for credit card authorization form link from Sertifi <b>DUE: at least 14 days prior to arrival, but not before May 7, 2026</b>	Ben English <a href="mailto:ben.english@shaminhotels.com">ben.english@shaminhotels.com</a> 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 - <a href="mailto:ben.english@shaminhotels.com">ben.english@shaminhotels.com</a> . 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 <b>DUE BY: May 29, 2026</b>	Email Erika Wilkinson for credit card authorization form via Sertifi <b>DUE BY: May 29, 2026</b>	Erika Wilkinson <a href="mailto:erika.wilkinson@hilton.com">erika.wilkinson@hilton.com</a> 804-521-2900	Submit Tax exempt form to Erika Wilkinson <a href="mailto:erika.wilkinson@hilton.com">erika.wilkinson@hilton.com</a> . 804-521-2900
Hilton Richmond Downtown	Hilton Richmond Downtown	Hilton Richmond Downtown ATTN: Rachel Matos 501 E Broad St Richmond, VA 23219 <b>DUE: 30 days prior to day of arrival</b>	Email Rachel Matos for credit card authorization form <b>DUE: 30 days prior to day of arrival</b>	Rachel Matos <a href="mailto:rachel.matos2@hilton.com">rachel.matos2@hilton.com</a>	We need tax exempt form. Hotel will review to ensure form covers sleeping rooms. If so, Hotel will also need W9. Rachel Matos <a href="mailto:rachel.matos2@hilton.com">rachel.matos2@hilton.com</a>
Hilton Richmond Hotel Short Pump	Hilton Richmond Hotel Short Pump	Hilton Richmond Hotel Short Pump ATTN: Jayne Dickens 12042 W. Broad Street Richmond, VA 23233 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Jayne Dickens for link to credit card authorization form through Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Jayne Dickens <a href="mailto:jayne.dickens@hilton.com">jayne.dickens@hilton.com</a> 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 Jayne Dickens - <a href="mailto:jayne.dickens@hilton.com">jayne.dickens@hilton.com</a> . Questions about tax exempt - please email or call Jayne at 804-364-3600.
Holiday Inn & Suites Richmond West End	N/A	N/A	Email Claire Clatterback for credit card authorization form <b>DUE by: June 5, 2026</b>	Claire Clatterback <a href="mailto:claire@jphospitality.com">claire@jphospitality.com</a>	<b>Does not accept tax exempt from schools.</b>
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 <b>DUE BY: May 18, 2026</b>	Email Katia Diaz for credit card authorization form <b>DUE BY: May 25, 2026</b>	Katia Diaz <a href="mailto:katia.diaz@dalyseven.com">katia.diaz@dalyseven.com</a>	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: Howard Woods 5030 West Village Green Dr Midlothian, VA 23112 <b>DUE: 14 days prior to arrival, but not before May 7, 2026</b>	Email Howard Woods for credit card authorization link to Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Howard Woods <a href="mailto:howard.woods@shaminhotels.com">howard.woods@shaminhotels.com</a> 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 Howard Woods - <a href="mailto:howard.woods@shaminhotels.com">howard.woods@shaminhotels.com</a> . Questions about tax exempt - please email or call Howard 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 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Patric Gutu for credit card authorization link to Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Patric Gutu <a href="mailto:patric.gutu@shaminhotels.com">patric.gutu@shaminhotels.com</a> 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 - <a href="mailto:patric.gutu@shaminhotels.com">patric.gutu@shaminhotels.com</a> . 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 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Leslie Garrett for credit card authorization link to Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Leslie Garrett <a href="mailto:leslie.garrett@shaminhotels.com">leslie.garrett@shaminhotels.com</a> 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 - <a href="mailto:leslie.garrett@shaminhotels.com">leslie.garrett@shaminhotels.com</a> . 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 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Shannon Horne for credit card authorization link to Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Shannon Horne <a href="mailto:shannon.horne@shaminhotels.com">shannon.horne@shaminhotels.com</a> 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 - <a href="mailto:shannon.horne@shaminhotels.com">shannon.horne@shaminhotels.com</a> . 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 <b>DUE: at least 14 days prior to arrival, not before May 7, 2026</b>	Email Mark Cacal for credit card authorization link to Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Mark Cacal <a href="mailto:mark.cacal@shaminhotels.com">mark.cacal@shaminhotels.com</a> 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 - <a href="mailto:mark.cacal@shaminhotels.com">mark.cacal@shaminhotels.com</a> . 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 <b>DUE: 15 days prior to arrival, not before May 7, 2026</b>	Email Antonette Walton-Cuevas for credit card authorization link <b>DUE: 7 days prior to arrival but not before May 7, 2026</b>	Antonette Walton-Cuevas <a href="mailto:dos.hiestaples@knhotels.com">dos.hiestaples@knhotels.com</a> 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 <a href="mailto:dos.hiestaples@knhotels.com">dos.hiestaples@knhotels.com</a> 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 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Tracy Temple for credit card authorization link to Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Tracy Temple <a href="mailto:tracy.temple@hilton.com">tracy.temple@hilton.com</a> 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 - <a href="mailto:tracy.temple@hilton.com">tracy.temple@hilton.com</a> . 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: Alfredo Alvarado 700 E Main Street, Suite B Richmond, VA 23219 <b>DUE BY: May 1, 2026</b>	Email James Lee for credit card authorization Form via Sertifi <b>DUE BY: May 1, 2026</b>	James Lee <a href="mailto:James.Lee@shaminhotels.com">James.Lee@shaminhotels.com</a> 804-709-0932	Contact Alfredo Alvarado for details <a href="mailto:alfredo.alvarado@shaminhotels.com">alfredo.alvarado@shaminhotels.com</a> 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 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Sergey Honiyan for credit card authorization link to Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Sergey Honiyan <a href="mailto:sergey.honiyan@shaminhotels.com">sergey.honiyan@shaminhotels.com</a> 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 - <a href="mailto:sergey.honiyan@shaminhotels.com">sergey.honiyan@shaminhotels.com</a> . 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 <b>DUE BY: May 8, 2026</b>	Email Jonae Robinson for credit card authorization form	Jonae Robinson <a href="mailto:jonae.robinson@hyatt.com">jonae.robinson@hyatt.com</a>	Lodging is not tax exempt in our county with out an ST12 form Chrissy White <a href="mailto:chrissy.white1@hyatt.com">chrissy.white1@hyatt.com</a>
Hyatt Place Richmond Airport	Hyatt Place Richmond Airport	Hyatt Place Richmond Airport ATTN: Ashleigh Clairmont 4401 S Laburnum Ave Richmond, VA 23231 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Ashleigh Clairmont for credit card authorization link to Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Ashleigh Clairmont <a href="mailto:ashleigh.clairmont@shaminhotels.com">ashleigh.clairmont@shaminhotels.com</a> 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 - <a href="mailto:ashleigh.clairmont@shaminhotels.com">ashleigh.clairmont@shaminhotels.com</a> . 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 <b>DUE BY: May 8, 2026</b>	Email Jonae Robinson for credit card authorization form <b>DUE BY: May 8, 2026</b>	Jonae Robinson <a href="mailto:jonae.robinson@hyatt.com">jonae.robinson@hyatt.com</a>	Lodging is not tax exempt in our county with out an ST12 form Chrissy White <a href="mailto:chrissy.white1@hyatt.com">chrissy.white1@hyatt.com</a>
Hyatt Place Richmond-Innsbrook	Hyatt Place Richmond-Innsbrook	Hyatt Place Richmond-Innsbrook ATTN: Scott Dalton 4100 Cox Rd Glen Allen, VA 23060 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Scott Dalton for credit card authorization link to Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Scott Dalton <a href="mailto:scott.dalton@shaminhotels.com">scott.dalton@shaminhotels.com</a> 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 - <a href="mailto:scott.dalton@shaminhotels.com">scott.dalton@shaminhotels.com</a> . 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 <b>DUE: 2 weeks prior to check in</b>	Contact Alexa Kirkpatrick for credit card authorization link <b>DUE: 72 Hours Prior to Arrival</b>	Alexa Kirkpatrick <a href="mailto:Sales@lindenrowinn.com">Sales@lindenrowinn.com</a> 804-225-5841	Must be a government employee using a government credit card. Contact is Alexa Kirkpatrick. 804-225-5841 <a href="mailto:Sales@lindenrowinn.com">Sales@lindenrowinn.com</a>
Marriott Richmond Downtown	Marriott Richmond	Marriott Richmond ATTN: Kim Carragher 62960 Collection Dr Chicago, IL 60693 <b>DUE BY: May 22, 2026</b>	Email Kim Carragher for credit card authorization form <b>DUE BY: May 22, 2026</b>	Kim Carragher <a href="mailto:kim.carragher@whitelodging.com">kim.carragher@whitelodging.com</a>	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 <a href="mailto:demetrius.jones@whitelodging.com">demetrius.jones@whitelodging.com</a>
Marriott Richmond Short Pump	Richmond Marriott Short Pump	Richmond Marriott Short Pump ATTN: Melieka Wallace 4240 Dominion Blvd Glen Allen, VA 23060 <b>DUE: no later than June 8, 2026</b>	Contact Melieka Wallace for credit card authorization form through Sertifi <b>DUE BY: May 22, 2026</b>	Melieka Wallace <a href="mailto:ricmw.dos@commonwealthodging.com">ricmw.dos@commonwealthodging.com</a> 804-968-7104	Roger Nicholls; <a href="mailto:ricmw.actm@commonwealthodging.com">ricmw.actm@commonwealthodging.com</a> . 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 Emore 100 S. 12th Street Richmond, VA 23219 <b>DUE BY: May 27, 2026</b>	Email Khalayla Harris for credit card authorization form link <b>DUE BY: May 26, 2026</b>	Khalayla Harris <a href="mailto:khalayla.harris@omnihotels.com">khalayla.harris@omnihotels.com</a> 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; <a href="mailto:zachary.hulo@omnihotels.com">zachary.hulo@omnihotels.com</a> ; 804-344-7208
Residence Inn Richmond Downtown	Residence Inn Richmond Downtown	Courtyard Residence Inn 1320 E Gay St Richmond, VA 23219 <b>DUE BY: May 29, 2026</b>	Email Demetrius Jones for credit card authorization form <b>DUE BY: May 29, 2026</b>	Demetrius Jones <a href="mailto:demetrius.jones@whitelodging.com">demetrius.jones@whitelodging.com</a>	A tax exempt form will need to be emailed to Demetrius Jones for review and final determination of tax exemption status. Demetrius Jones <a href="mailto:demetrius.jones@whitelodging.com">demetrius.jones@whitelodging.com</a>
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 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Ursula Myhasky for credit card authorization link to Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Ursula Myhasky <a href="mailto:ursula.myhasky@shaminhotels.com">ursula.myhasky@shaminhotels.com</a> 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 - <a href="mailto:ursula.myhasky@shaminhotels.com">ursula.myhasky@shaminhotels.com</a> . Questions about tax exempt - please email or call Ursula at 304-694-1388.
Sheraton Richmond Airport	Sheraton Richmond Airport	Sheraton Richmond Airport ATTN: Keirston Temple 5501 Eubank Rd Sandston, VA 23150 <b>DUE: 14 days prior to arrival, not before May 7, 2026</b>	Email Keirston Temple for credit card authorization link from Sertifi <b>DUE: 14 days prior to arrival but not before May 7, 2026</b>	Keirston Temple <a href="mailto:keirston.temple@shaminhotels.com">keirston.temple@shaminhotels.com</a> 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 Keirston Temple - <a href="mailto:keirston.temple@shaminhotels.com">keirston.temple@shaminhotels.com</a> . Questions about tax exempt - please email or call Keirston 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 <b>DUE BY: 30 days prior to arrival</b>	Kati Crews <a href="mailto:kati@jphospitality.com">kati@jphospitality.com</a>	<b>Hotel does not accept tax exempt forms.</b>
The Westin Richmond	Westin Richmond	Westin Richmond ATTN: Katie Farmer 6631 W. Broad Street Richmond, VA 23230 <b>DUE: 30 days prior to arrival</b>	Contact Katie Farmer for credit card authorization form	Katie Farmer <a href="mailto:katie.farmer@westinrichmond.com">katie.farmer@westinrichmond.com</a> 804-205-5208	Send tax exempt documentation to Katie Farmer at <a href="mailto:katie.farmer@westinrichmond.com">katie.farmer@westinrichmond.com</a>

<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 <b>DUE BY: 14 days prior to arrival</b></p>	<p>Email Eileen Kelley for credit card authorization form <b>DUE BY: 14 days prior to arrival</b></p>	<p>Eileen Kelley <a href="mailto:eileen.kelley@opalhotelsgroup.com">eileen.kelley@opalhotelsgroup.com</a></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 <a href="mailto:kelci.turner@opalhotelsgroup.com">kelci.turner@opalhotelsgroup.com</a></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 <b>DUE BY: 10 days prior to arrival</b></p>	<p>Email Katie Blanton for credit card authorization form <b>DUE BY: 48 hours prior to arrival</b></p>	<p>Katie Blanton <a href="mailto:katie.blanton@vacrossings.com">katie.blanton@vacrossings.com</a></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 <a href="mailto:sharon.beasley@vacrossings.com">sharon.beasley@vacrossings.com</a></p>