



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

Check Payment and Credit Card Authorization DEADLINE: February 2, 2026

Please see the check address and credit card authorization process for each individual hotel listed below.

All Checks must arrive at your confirmed hotel by **February 2, 2026** to allow time for the check to clear. Checks must include reservation confirmation numbers, attendee names, arrival/departure dates, and how to allocate the check. Please include the best contact name and phone number in case the hotel has questions. School Name must be in the Memo field of the check. Please make sure you have a copy of the check in your possession when checking-in.

HOTEL NAME	PAYING FINAL PAYMENT BY CHECK		PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION		TAX EXEMPTION
	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	
Aloft Richmond West Short Pump	Aloft Richmond	3939 Duckling Dr. Glen Allen, VA 23060 ATTN: Ramez Boules Due 14 Days prior to arrival, but not before May 7, 2026	Complete CC Authorization form via Serfitt Due 14 Days prior to arrival	Ramez Boules ramez_boules@shaminhotels.com 804-433-1888	
avid - Glen Allen Richmond North Ashland	avid Richmond North Hotel	10261 Washington Hwy Glen Allen, VA 23059 Due 14 days prior to arrival, but not before May 7, 2026	Complete CC Authorization form (in file under forms) and send to lt.avidhotelncv@gmail.com or emorrice@rh-hotels.com after May 7.	Eileen Morrice emorrice@rh-hotels.com	Hotel rooms are not typically tax exempt because they are not "tangible" items. They would need to present a VA state tax exempt form. They will have their corp. office review submissions for qualification. Please send to emorrice@rh-hotels.com
Best Western Governor's Inn	Best Western Plus Governor's Inn	Best Western Plus Governor's Inn ATTN: Chauna Jones 9826 Middleham Turnpike Richmond, VA 23235 DUE BY: June 6, 2026	Email Chauna Jones for credit card authorization form DUE BY: June 6, 2026	Chauna Jones bcgovernorsinn@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 Chauna Jones bcgovernorsinn@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 23224 DUE BY: May 31, 2026	Email Rahna Pathak for credit card authorization form DUE BY: May 31, 2026	Rahna Pathak hrpatha@rwcogateway.com	"If this is for hotel rooms sold to a non-profit school - The non-profit 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 and then some other numbers. The letter must proactively state that the "exemption also applies to taxable services, like hotel and motel accommodations". I have seen the statement in the first paragraph. And the non-profit must pay for the room's directly out of the non-profit funds. If the individual students pay for the rooms then the rooms are clearly taxable. There would be no need to review any possible SE Exemption letter as the transaction would be taxable.
Best Western Premier Glen Allen Inn					
Courtyard Richmond Airport	Courtyard Richmond Airport	Courtyard Richmond Airport Williamsburg Rd Sandston, VA 23150 Due 14 days prior to arrival, but not before May 7, 2026.	Complete CC Authorization form via Serfitt Due 14 Days prior to arrival	Shayne MaBene shayne_maBene@shaminhotels.com 804-652-0500	
Courtyard Richmond Downtown	Courtyard Residence Inn	Courtyard Residence Inn 1330 E Cary St Richmond, VA 23219 DUE BY: May 25, 2026	Email Demetrius Jones for credit card authorization form DUE BY: May 25, 2026	Demetrius Jones demetrius.jones@white lodging.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@white lodging.com
Doubletree Hotel	Courtyard Richmond North	Courtyard Richmond North / Glen Allen Brook Rd. Glen Allen, VA 23059 Due 14 days prior to arrival, but not before May 7, 2026.	Contact Jack Sappa for CC Authorization link to Serfitt. Due at least 14 days prior to arrival, but not before May 7, 2026.	Jack Sappa - jack.sappa@shaminhotels.com 804-266-6300	
Courtyard Richmond West					
Delta by Marriott Richmond Downtown	Delta Hotels by Marriott Richmond Downtown	Delta Hotels by Marriott Richmond Downtown ATTN: Rob Johnson 553 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@delta-richmond.com	Tax Exempt Form Rob Johnson rob.johnson@delta-richmond.com
Doubletree Richmond Midlothian	Doubletree Hotel Richmond Airport	Doubletree Hotel Richmond Airport 445 International Center Sandston, VA 23235 Attention: Katie Daniel Due at least 14 days prior to arrival, but not before May 7, 2026.	Email Katie Daniel for CC Authorization link from Serfitt. Due 14 days prior to arrival but not before May 7, 2026.	Katie Daniel katie.daniel@shaminhotels.com 804-236-1111	
Embassy Suites by Hilton Richmond	Doubletree Richmond Midlothian	Doubletree Hotel Richmond Midlothian 1021 Koger Center Blvd Richmond, VA 23235 Attention: Alyssa Schertz Due at least 14 days prior to arrival, but not before May 7, 2026.	Contact Alyssa Schertz for CC Authorization link from Serfitt. Due 14 days prior to arrival, but not before May 7, 2026.	Alyssa Schertz alyssa.schertz@shaminhotels.com 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 BY: (2) weeks prior to arrival	Email Claire Rees for credit card authorization form If school is covering multiple reservations, I will need the school/group name, as well as a list of all reservation names in the group to be sent to me to can pull them into a sub-block. Once sub-block is created, I can then send the contact a cc auth form to complete and we can have all their charges routed to a master folio. 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 when reaching out to set up sub-block. 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 Attention: Jordan Albury 2925 Emerywood Parkway Richmond, VA 23234 Due 14 days prior to arrival but not before May 7, 2026	Contact Jordan Albury for CC Authorization link to Serfitt. Due 14 days prior to arrival but not before May 7, 2026.	Jordan Albury jordan.albury@hilton.com 804-672-8585	
Fairfield Inn & Suites - Ashland Richmond	Winding Brook LLC	Fairfield Inn by Marriott Attention: Amy Reiss 11625 Lakeridge Parkway Ashland, VA 23005 Due By: 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	N/A	N/A	Email Nia Negrette for Authorization Form DUE BY: 30 days prior to check in for advanced payment or present completed form upon arrival.	Nia Negrette nia.negrette@shinohospitality.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@shinohospitality.com regina.barbour@shinohospitality.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 25, 2026	Email Jan Krogh or Morgan Lewis for credit card authorization form DUE BY: May 25, 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) 522-2211

Four Points Richmond Airport	Four Points by Sheraton Richmond Airport	Four Points by Sheraton Richmond Airport Attn: Jennifer Abrey 4700 S Laburnum Ave Richmond, VA 23211 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@fourpointsheratonairport.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.mccray@graduate.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 Karl Crews for credit card authorization form DUE BY: May 22, 2026	Karl Crews karl.crews@gmail.com	**Schools are not taxed exempt in the state of VA only the Federal Government. Have a call into the state and a message into the CVB to clarify.
Hampton Inn & Suites Richmond Downtown	Hampton Inn & Suites Downtown Richmond	Hampton Inn & Suites Downtown Richmond 700 E. Main Street, Suite A Richmond, VA 23219 ATTN: Nick Chatterj Due by May 1, 2026	Email James Lee for CC Authorization form via Seriff DUE by May 1, 2026	James Lee james.lee@hamptoninn.com 804-709-0912	Contact Nick Chatterj nick.chatterj@shaminhotels.com 804-643-2900
Hampton Inn & Suites Richmond Short Pump	Hampton Inn & Suites Richmond Short Pump	Hampton Inn & Suites Richmond Short Pump 12941 W. Broad Street Richmond, VA 23233 Attention: Karyl Atkins Due by 14 days prior to arrival, but not before May 7, 2026	Email Karyl Atkins for CC Authorization form from Seriff. Due by 14 days prior to arrival, but not before May 7, 2026.	Karyl Atkins karyl.atkins@shaminhotels.com 804-773-7111	
Hampton Inn & Suites Richmond/Virginia Center	Hampton Inn & Suites Richmond / Virginia Center	Hampton Inn & Suites Virginia Center 1101 Technology Park Dr. Glen Allen, VA 23059 ATTN: Sharon Jones or Corey Fleming Due by May 20, 2026	Email Sharon Jones or Corey Fleming DUE by May 20, 2026	Sharon Jones or Corey Fleming sgmrichampton@hmc.com 804-261-2266	Sharon Jones or Corey Fleming sgmrichampton@hmc.com Due Date May 7, 2026
Hampton Inn Richmond Airport	Hampton Inn Richmond Airport	Hampton Inn Richmond Airport 421 International Center Sandston, VA 23150 Attention: Kattie Daniel Due 14 days prior to arrival but not before May 7, 2026.	Email Kattie Daniel for CC Authorization form link from Seriff. Due 14 days prior to arrival but not before May 7, 2026.	Kattie Daniel kattie.daniel@shaminhotels.com 804-226-1888	
Hampton Inn Richmond Glenside	Hampton Inn & Suites Richmond/Glenside Hotel	Hampton Inn & Suites Richmond/Glenside Attn: Tauri Brown 5486 Glenside Dr Richmond, VA 23228	Email Tauri Brown for credit card authorization form DUE BY: June 12, 2026 @ 3:00pm	Tauri Brown tauri.brown@shaminhotels.com	Organizations are only eligible for tax exemption on guest rooms, if the organization is paying directly with USA paycards that are centrally billed using government funds. Please visit: https://smartpay.gsa.gov/smartpay/recognition-your-account/ . To see if your organization qualifies for the exemption based on the guidelines.
Hampton Inn Richmond Mechanicsville	Hampton Inn Richmond Mechanicsville	Hampton Inn Richmond Mechanicsville 7733 Bell Creek Rd. Mechanicsville, VA 23111 Attention: Reservations Department Due 14 days prior to arrival, but not before May 7, 2026	Reservations Department - contact name TBD	Contact TBD 804-518-0639	
Hampton Inn Richmond Midlothian Turnpike	Hampton Inn Richmond Midlothian Turnpike	Hampton Inn Richmond Midlothian Turnpike 800 Research Rd. Richmond, VA 23236 Attention: Vinayak Rana Due 14 days prior to arrival, but not before May 7, 2026.	Contact Vinayak Rana for CC Authorization form link from Seriff. Due 14 days prior to arrival, but not before May 7, 2026.	Vinayak Rana vinayak.rana@shaminhotels.com 804-897-2800	
Hampton Inn Richmond Southwest Hull Street	Hampton Inn Richmond Southwest Hull Street	Hampton Inn Richmond Southwest Hull Street 3620 Price Club Blvd. Midlothian, VA 23112 Attention: Ryan Hughes Due at least 14 days prior to arrival, but not before May 7, 2026	Email Ryan Hughes for CC Authorization form link from Seriff. Due at least 14 days prior to arrival, but not before May 7, 2026.	Ryan Hughes ryan.hughes@shaminhotels.com 804-875-0000	
Hilton Garden Inn Richmond Airport	Hilton Garden Inn Richmond Airport	Hilton Garden Inn Richmond Airport 441 International Center Sandston VA 23150 Attention: Ben English Due 14 days prior to arrival, but not before May 7, 2026.	Email Ben English for CC Authorization form link from Seriff. Due at least 14 days prior to arrival, but not before May 7, 2026.	Ben English ben.english@hilton.com 804-222-3338	
Hilton Garden Inn Richmond Innsbrook	MCKT2 Richmond Tenant LLC	MCKT2 Richmond Tenant LLC 3200 Olympus Blvd, Suite 400 Dallas, TX 75219 Attention: MCR Treasury Department Due by May 29, 2026	Email Erika Wilkinson for cc Authorization form via Seriff. Due by May 29, 2026	Erika Wilkinson erika.wilkinson@hilton.com 804-521-2500	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 BY: 30 days prior to day of arrival	Email Rachel Matos for credit card authorization form DUE BY: 30 days prior to day of arrival	Rachel Matos rachel.matos@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.matos@hilton.com
Hilton Richmond Hotel Short Pump	Hilton Richmond Hotel Short Pump	Hilton Richmond Hotel Short Pump 12042 W. Broad Street Richmond, VA 23232 Attention: Jayne Dickens Due 14 days prior to arrival, but not before May 7, 2026	Email Jayne Dickens for link to CC Authorization form through Seriff. Due 14 days prior to arrival but not before May 7, 2026.	Jayne Dickens jayne.dickens@shaminhotels.com 804-266-1600	
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.clatterback@shaminhotels.com	**N/A. Schools are not tax exempt in Virginia. Only Federal employees paying with a CBA card are tax exempt. Have a message into the state and an email into the CVB to clarify.
Holiday Inn Express - Richmond Northwest 144	Holiday Inn Express Richmond 144 Short Pump	Holiday Inn Express Richmond 144 Short Pump Attn: Billie Hargers 9933 Mayland Dr Richmond, VA 23223 DUE BY: May 16, 2026	Email Katia Diaz for credit card authorization form DUE BY: May 26, 2026	Katia Diaz katia.diaz@shaminhotels.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 5030 West Village Green Dr Midlothian, VA 23112 Attention: Whitney Baxley Due 14 days prior to arrival, but not before May 7, 2026.	Email Whitney Baxley for cc Authorization link to Seriff. Due 14 days prior to arrival but not before May 7, 2026.	Whitney Baxley whitney.baxley@shaminhotels.com 804-744-7303	
Holiday Inn Express Downtown Richmond	Holiday Inn Express Downtown Richmond	Holiday Inn Express Downtown Richmond 201 E. Cary Street Richmond, VA 23219 Attention: Patric Gutu Due 14 days prior to arrival, but not before May 7, 2026.	Email Patric Gutu for cc Authorization link to Seriff. Due 14 days prior to arrival but not before May 7, 2026.	Patric Gutu patric.gutu@shaminhotels.com 804-738-1600	
Holiday Inn Express Hotel & Suites Richmond North Ashland	Holiday Inn Express & Suites North Ashland	Holiday Inn Express & Suites North Ashland 107 S Carter Rd. Ashland, VA 23005 Attention: Leslie Garrett Due 14 days prior to arrival, but not before May 7, 2026.	Email Leslie Garrett for cc Authorization link to Seriff. Due 14 days prior to arrival but not before May 7, 2026.	Leslie Garrett leslie.garrett@shaminhotels.com 804-252-2888	
Holiday Inn Express Richmond Mechanicsville	Holiday Inn Express Richmond Airport	Holiday Inn Express Richmond Airport 491 International Center Richmond, VA 23150 Attention: Shannon Horne Due 14 days prior to arrival, but not before May 7, 2026.	Email Shannon Horne for cc Authorization link to Seriff. Due 14 days prior to arrival but not before May 7, 2026.	Shannon Horne shannon.horne@shaminhotels.com 804-222-1600	
Holiday Inn Express Richmond Mechanicsville	Holiday Inn Express Richmond Mechanicsville	Holiday Inn Express Richmond Mechanicsville 7441 Bell Creek Rd Mechanicsville, VA 23111 Attention Mark Cacal Due at least 14 days prior to arrival, but not before May 7, 2026	Email Mark Cacal for cc Authorization link to Seriff. Due 14 days prior to arrival but not before May 7, 2026.	Mark Cacal mark.cacal@shaminhotels.com 804-508-0022	

Holiday Inn Express Richmond Midtown						
Home2 Suites by Hilton Richmond Short Pump	Home2 Suites by Hilton Richmond Short Pump	Home2 Suites by Hilton Richmond Short Pump 209 Towne Center W Blvd Richmond, VA 23233 Attention Tracy Temple Due 14 days prior to arrival, but not before May 7, 2026	Email Tracy Temple for cc Authorization link to Serfil. Due 14 days prior to arrival but not before May 7, 2026.	Tracy.Temple.tracy.temple@hilton.com 804-964-2290		
Homewood Suites by Hilton Richmond Downtown	Homewood Suites Richmond Downtown	Homewood Suite Downtown Richmond 700 E Main Street, Suite B Richmond, VA 23219 ATTN: Nick Chatterly. Due by May 1, 2026	Email James Lee for CC Authorization Form via Serfil. Due by May 1, 2026.	James.Lee.james.lee@shamhotels.com 804-709-0932 Due by May 1, 2026	Contact Nick Chatterly for details nick.chatterly@shamhotels.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 4100 Innslake Dr. Glen Allen, VA 23060 Attention: Sergey Honjan Due 14 days prior to arrival but not before May 7, 2026.	Email Sergey Honjan for cc Authorization link to Serfil. Due 14 days prior to arrival but not before May 7, 2026.	Sergey.Honjan.sergey.honjan@shamhotels.com 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 1098 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 Chrisy White chrisy.white@hyatt.com	
Hyatt Place Richmond Airport	Hyatt Place Richmond Airport	Hyatt Place Richmond Airport 4401 S Lubrum Ave Richmond, VA 23231 Attention Ashleigh Clairmont Due 14 days prior to arrival, but not before May 7, 2026	Email Ashleigh Clairmont for cc Authorization link to Serfil. Due 14 days prior to arrival but not before May 7, 2026.	Ashleigh.Clairmont.ashleigh.clairmont@shamhotels.com 804-549-9845		
Hyatt Place Richmond-Arboretum	Hyatt Place Richmond Arboretum	Hyatt Place Richmond Arboretum Attn: Marilyn Orr 201 Arboretum Pl Richmond, VA 23226 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 Chrisy White chrisy.white@hyatt.com	
Hyatt Place Richmond-Innsbrook	Hyatt Place Richmond Innsbrook	Hyatt Place Richmond Innsbrook 4100 Cox Rd Glen Allen VA 23060 Attention: Scott Dalton Due 14 days prior to arrival, but not before May 7, 2026	Email Scott Dalton for cc Authorization link to Serfil. Due 14 days prior to arrival but not before May 7, 2026.	scott.dalton.scott.dalton@shamhotels.com 804-242-9644		
Linden Row Inn Richmond - World Hotels of Best Western Hotels	Linden Row Inn	Linden Row Inn Franklin Street Richmond, VA 23219 Attn: Alexa Kirkpatrick Due 2 weeks prior to check in	Contact Alexa Kirkpatrick at 804-225-5841 or Sales@lindenrowinn.com for credit card authorization link. Due By 72 Hours Prior to Arrival.	Alexa Kirkpatrick 804-225-5841 Sales@lindenrowinn.com	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 62961 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@whitehdg.com	Each school will need to submit a tax exempt form for review, however, it is likely they will not be tax exempt. Our Accounting office will review and confirm exemption status. Demetrius Jones demetrius.jones@whitehdg.com	
Marriott Richmond Short Pump	Richmond Marriott Short Pump	Richmond Marriott Short Pump 4240 Dominion Blvd Geri Allen, VA 23060 ATTN: Meleka Wallace Due no later than June 8, 2026	Contact Meleka Wallace for cc authorization form through Serfil. Due date May 22, 2026	Meleka Wallace meleka.wallace@commonwealthhdg.com 804-968-7249	Roger Nichols; ricma_actn@commonwealthhdg.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.	
Omnih Richmond Downtown	Omnih Richmond Hotel	Omnih Richmond Hotel 1005 S 12th Street Richmond, VA 23219 Attn: Diane Simore Due May 27, 2026	Email Khalyla Harris for cc authorization form link. Due by May 26, 2026.	Khalyla.Harris.khalyla.harris@omnih.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 Zachary Hulo zachary.hulo@omnih.com ; 804-344-7208	
Residence Inn Richmond Downtown	Courtyard Residence Inn	Courtyard Residence Inn 1220 S 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@whitehdg.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@whitehdg.com	
Residence Inn Richmond West-Midlothian	Residence Inn Richmond West-Midlothian	Residence Inn Richmond West-Midlothian 1350 Johnston Wills Dr. Bon Air, VA 23225 Due 14 days prior to arrival but not before May 7, 2026	Email Luke Roberts for cc Authorization link to Serfil. Due 14 days prior to arrival but not before May 7, 2026.	Luke.Roberts.luke.roberts@shamhotels.com 804-762-9851		
Sheraton Richmond Airport	Sheraton Richmond Airport	Sheraton Richmond Airport 5503 Euban Rd Sandston, VA 23150 Attention: Katie Danjel Due 14 days prior to arrival but not before May 7, 2026.	Email Katie Danjel for cc Authorization link to Serfil. Due 14 days prior to arrival but not before May 7, 2026.	Katie.Danjel.katie.danjel@shamhotels.com 804-726-6400		
SpringHill Suites Richmond Glen Allen Virginia Center	N/A	N/A	Email Kati Crews for credit card authorization form DUE BY: 30 days prior to arrival	Kati Crews kati@springhills.com	**Hotels are not tax exempt in the state of VA, have a message into the state of VA and the CV to clarify.	
The Westin Richmond	Westin Richmond	Westin Richmond 6631 W Broad Street Richmond, VA 23230 ATTN: Katie Farmer Due 30 days prior to arrival	Contact Katie Farmer	Katie Farmer - katie.farmer@westinrichmond.com 804-205-2408	Send tax exempt documentation to Katie Farmer at katie.farmer@westinrichmond.com	
Tru by Hilton - Ashland	Tru by Hilton Ashland VA	Tru by Hilton Ashland VA Attn: Kelli Turner 303 N Carter Rd Ashland, VA 23005 DUE BY: 14 days prior to arrival	Email Eileen Kelley for credit card authorization form DUE BY: 14 days prior to arrival	Eileen Kelley eileen.kelley@opa-hotels.com	The hotel/vendor must be provided with a properly executed Virginia Sales and Use Tax Certificate of Exemption (Form ST-12 or ST-22A) 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 an 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). Kelli Turner kelli.turner@opa-hotels.com	
Virginia Crossings Hotel - Tapestry Collection by Hilton	Virginia Crossings	Virginia Crossings Attn: Accounting 1000 Virginia Center Pkwy Glen Allen, VA 23059 DUE BY: 10 days prior to arrival	Email Sara Davis for credit card authorization form DUE BY: 48 hours prior to arrival	Sara Davis sara.davis@vaccrossings.com	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 (ST-12-ST-13). The tax exempt certificate (ST-12-ST-13) and method of payment must be provided prior to the start of the event date. Sharon Beasley sharon.beasley@vaccrossings.com	