



**VIRGINIA BETA 2027
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Hampton, VA
February 10-12, 2027**

Check Payment and Credit Card Authorization DEADLINE: January 20, 2027 or deadlines that are noted below.

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

All Checks must arrive at your confirmed hotel by January 20, 2027 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.

↓ 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	
Best Western Hampton	Best Western Hampton Coliseum Inn	Best Western Hampton Coliseum Inn Attn: Kevin Patel 1916 Coliseum Dr Hampton, VA 23666 DUE: 72 hours prior to arrival	Email Kevin Patel for credit card authorization DUE: 72 hours prior to arrival	Kevin Patel bwv47146@gmail.com (757) 637-7100	Contact hotel for requirements.
Element Hampton Peninsula Town Center	Element Hampton Peninsula Town Center	Attn: Debbie Brown 1851 Merchant Lane Hampton, VA 23666 DUE: 21 days prior to arrival Please Note: CC Auth must be on file regardless of advanced payments	Email Debbie Brown for credit card authorization DUE: 7 days prior to arrival	Debbie Brown Debbie.brown@opalhotelsgroup.com	Accommodations are not tax exempt in VA for schools
Embassy Suites by Hilton Hampton	Embassy Suites Hampton	Attn: Accounting /Toni Clements 1700 Coliseum Drive Hampton, VA 23666 DUE:30 days prior to arrival	Email Toni Clements DUE: 14 days prior to arrival	Toni Clements toni.clements@atriumhospitality.com 757-213-8507	Contact hotel for requirements.
Holiday Inn Express Hampton	Holiday Inn Express Coliseum	Attn: Donna Frazier 1813 W. Mercury Blvd. Hampton, VA 23666 DUE:30 days prior to arrival	Email Donna Frazier for credit card authorization DUE: 14 days prior to arrival	Donna Frazier d_frazier@landmarkhg.com	Hotel does not accept tax exemptions from schools.
Hyatt Place Hampton	Hyatt Place Hampton Convention Center	Attn: Tracey Spencer/Tracey Robinson 1905 Coliseum Drive Hampton, VA 23666 DUE:30 days prior to arrival	Email Everett Banks for credit card authorization DUE: 14 days prior to arrival	Everett Banks everett.banks@hyatt.com 788-8400	Hotel does not accept tax exemptions from schools.
SpringHill Suites Hampton Not send to hotel's address	*Do SpringHill Suites Hampton Coliseum	Attn: Randall Timms 3200 Olympus Blvd, Suite 400 Dallas, TX 75019 DUE:14 days prior to arrival	Email Daela Turner for credit card authorization DUE: 14 days prior to arrival	Daela Turner daela.turner@marriott.com 757-310-6333	Contact hotel for requirements.