



**WEST VIRGINIA BETA 2026
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
CHARLESTON, WEST VIRGINIA
November 3-5, 2026**

Check Payment and Credit Card Authorization DEADLINE: OCTOBER 13, 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 October 13, 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.

↓ 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	
Comfort Inn Charleston	Comfort Inn Charleston South	Comfort Inn Charleston South Attn: Denish Patel 400 Maccorkle Ave SE Building B Charleston, WV 25304	Call or email Denish Patel for credit card authorization	Denish Patel megahotel6400@gmail.com 304-925-1010 Ext 721	Email tax exempt form to Tianna Genovese Tianna@jacaruso.com
Courtyard Charleston Downtown Civic Center	Courtyard Charleston	Courtyard Charleston Attn: Lee Mann 100 Kanawha Blvd East Charleston, WV 25301	Email or call Lee Mann for credit card authorization	Lee Mann Lee.mann@marriott.com 304-344-5777	Email West Virginia State tax exempt form to Lee Mann Lee.mann@marriott.com
Embassy Suites Charleston	Embassy Suites	Embassy Suites Attn: Cailee Krieger & Savanna Thomas 300 Court St Charleston, WV 25301	Email Cailee Krieger for credit card authorization form	Cailee Krieger cailee.krieger@atriumhospitality.com 304-347-8700	Email West Virginia State tax exempt form to Cailee Krieger cailee.krieger@atriumhospitality.com
Holiday Inn Express Charleston Civic Center	Holiday Inn Express Charleston Civic Center	Holiday Inn Express Charleston Civic Center Attn: Holly Willis 100 Civic Center Drive Charleston, WV 25301	Email Holly Willis for credit card authorization form	Holly Willis doshiex@alliance1hotels.com 304-345-0600	Email West Virginia State Tax Exempt form to Holly Willis (14 days prior to arrival) doshiex@alliance1hotels.com 304-345-0600