



**FLORIDA BETA 2026
HOTEL CHECK & CREDIT CARD AUTHORIZATION**

**Orlando, Florida
January 6-11, 2026**

Check Payment and Credit Card Authorization DEADLINE: Two (2) weeks prior to arrival

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

All checks must arrive at the Signia by Hilton Orlando Bonnet Creek hotel no later than two (2) weeks prior to arrival. 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	
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT
Signia by Hilton Orlando Bonnet Creek Hotel Contact: Annie Lewis, 407-597-3875	Signia by Hilton Orlando Bonnet Creek Two (2) weeks prior to arrival	Signia by Hilton Orlando Bonnet Creek Attn: Finance 14100 Bonnet Creek Resort Lane Orlando, FL 32821	Guests will need to request a secure payment link to provide CC info Two (2) weeks prior to arrival	Joshua Shorter 407-597-3724 joshua.shorter@waldorfasteria.com

Tax Exemption: Tax exempt certificates and attestation forms. Please contact hotel for additional requirements regarding tax exemption.