



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

Springfield, Illinois

March 2-6, 2026

Check Payment deadline: 14 days before event / CC Authorization deadline: 10 days before event

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

All checks must arrive at the President Abraham Lincoln Springfield Hotel no later than 14 days 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
President Abraham Lincoln Springfield Hotel Hotel Contact: Amber Paoni, 217-321-2453	President Abraham Lincoln Springfield Hotel Deadline: 14 days before event	President Abraham Lincoln Springfield Hotel Attn: Amber Paoni 701 East Adams Street Springfield, IL 62701	Sent hotel contact an email requesting the CC authorization form. Deadline: 10 days before event	Amber Paoni 217-321-2453 amber.paoni@hilton.com

Tax Exemption: Please email tax exemption forms to amber.paoni@hilton.com. Hotel will determine tax exemption for sales tax and/or occupancy tax.