



**INDIANA BETA 2025
HOTEL CHECK & CREDIT CARD AUTHORIZATION**

**Evansville, Indiana
November 13-15, 2025**

Check Payment and Credit Card Authorization DEADLINE: varies by hotel, see below.

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

All checks must arrive at the confirmed hotel by deadline indicated below. 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	TAX EXEMPTION PROCESS
Comfort Inn & Suites In Evansville	Coming Soon		Coming Soon		
DoubleTree by Hilton Evansville	DoubleTree by Hilton Evansville	DoubleTree by Hilton Evansville Attn: Lallie Alderson 601 Walnut Street Evansville, IN 47708	Email Lallie Alderson for a secure link. Confirm receipt with hotel	Lallie Alderson 812-423-5002 lallie.alderson@hilton.com	Tax exempt certificat required. Contact hotel for additional requirements or questions.
Holiday Inn Express Downtown Evansville	Holiday Inn Express Downtown Evansville DEADLINE: October 13, 2025	Holiday Inn Express Downtown Evansville Attn: Tonya Herner 20 Walnut Street Evansville, IN 47708	Email Tonya Herner for a secure link. Confirm receipt with hotel DEADLINE: October 27, 2025	Tonya Herner 980-829-4840 tonyag@ipdhospitality.com	Tax exempt certificat required. Contact hotel for additional requirements or questions.
Hyatt Place Evansville	Coming Soon		Coming Soon		