



KENTUCKY BETA 2026
HOTEL CHECK & CREDIT CARD AUTHORIZATION

Lexington, Kentucky
March 1-7, 2026

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 the deadline indicated below. Checks must include reservation confirmation numbers, attendee full names, arrival/departure dates, and how to allocate the check. Please include the best school contact name and phone number in case the hotel has questions. School Name must be in the Memo field of the check. School must have a copy of the check in their possession when checking into the hotel.

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	
Z1c Museum Hotel Lexington Hotel Contact: Hannah Joseph, 859-859-6807	Lexington Master Tenant DEADLINE: February 2, 2026	Z1c Museum Hotel Lexington Attn: Hannah Joseph 167 West Main St. Lexington, KY 40507	Routing #: 042100146 Account #: 61009498 Account Title: Lexington Master Tenant LLC Bank Name: Central Bank & Trust Co. Bank Address: 300 W. Vine St, Lexington, KY 40508-1360 Swift/BIC Code: CBTRUS31 DEADLINE: February 2, 2026	QUESTIONS - CONTACT: Corporate Services 859-253-8743	Hotel will accept the forms. The exemption has to be paid with a check or credit card from the name on the completed form.
Candlewood Suites Lexington Medical District Hotel Contact: Brenda Davenport, 859-963-2444	Candlewood Suites Lexington Medical District DEADLINE: February 1, 2026	Candlewood Suites Lexington Medical District 901 Waller Avenue Lexington, KY 40504	Credit card Authorization form to be sent to the school for completion. Once complete, hotel can apply. DEADLINE: February 1, 2026	Brenda Davenport 859-963-2444 candlewood.waller.gm@hwhotels.com	Hotel requires KY Tax exempt form. Please send with payment for applicable taxes to be applied.
Clarion Hotel Hotel Contact: Mae Geronimo, 859-233-0512 x 2	Clarion Hotel DEADLINE: February 23, 2026	Clarion Hotel Attn: Catering & Sales Department 1950 Newtown Pike Lexington, KY 40511	Credit card authorization form will be mailed to the respective schools DEADLINE: February 23, 2026	Mae Geronimo 859-233-0512 x 2 mgeronimo@bluegashotels.com	Schools must present a physical copy of their tax-exemption certificate upon arrival to the front desk staff. Please note, the hotel can only remove the 6% Kentucky State Tax if the payment is made directly by the school via check or credit card.
DoubleTree Suites by Hilton Hotel Contact: Denise Teater, 859-358-0060	DoubleTree Suites by Hilton DEADLINE: Day of arrival	DoubleTree Suites by Hilton Attn: Denise Teater 2601 Richmond Road Lexington, KY 40509	Hotel can authorize credit cards the day before arrival. The card is charged the day of departure.	Denise Teater 859-358-4373 denise.teater@hilton.com	Schools will need a physical copy of their Kentucky tax exemption certificate. The school can email the form before arrival or present the form upon arrival to the front desk staff.
Embassy Suites Green Ronda Kanatkar, 859-271-7127	Embassy Suites Lexington Green	Embassy Suites Lexington Green Attn: Ronda Kanatkar 245 Lexington Green Cir Lexington, KY 40503	Hotel can authorize credit cards the day before arrival. DEADLINE: Seven (7) prior to arrival	Ronda Kanatkar 859-271-7127 ronda.kanatkar@hilton.com	To be tax exempt: School must provide a Tax Exempt Certificate from the State of Kentucky Dept of Revenue. This certificate only exempts the school from the state 6% tax. The remaining 10.07% taxes must be paid.
Embassy Suites UK Coldstream	COMING SOON		COMING SOON		COMING SOON
Fairfield Inn & Suites Lexington North Hotel Contact: Sharnell Waide, 859-227-4186	Fairfield Inn & Suites Lexington North DEADLINE: Seven (7) Days prior to arrival/check in date	Fairfield Inn & Suites Lexington North Attn: Sharnell Waide 2100 Hackney Place Lexington, KY 40511	Please email contact for Sertifi Credit Card Link. Include the Acknowledgment # for your reservation. DEADLINE: Two (2) days prior to arrival/check in	Sharnell Waide 859-227-4186 sharnell.waide@marriott.com	All tax-exemption forms must be emailed to the hotel contact 14 days prior to the day of arrival.
Lexington Griffith Gate Marriott Resort & Spa Hotel Contact: Miho Stepka, 859-288-6144	Marriott Lexington Griffin Gate DEADLINE: Friday, February 27, 2026	Lexington Griffith Gate Marriott Resort & Spa Attn: Miho Stepka 1800 Newtown Pike Lexington, KY 40511	Please email contact for Sertifi Credit Card Link. Include the Acknowledgment # for your reservation. DEADLINE: February 2, 2026	Miho Stepka 859-288-6144 miho.stepka@marriott.com	Kentucky tax exempt certificate. Email Miho Stepka for more information.
Hampton Inn Medical Center	COMING SOON		COMING SOON		COMING SOON
Hilton Garden Inn Lexington Hotel Contact: Toni Pitts, 859-543-8300	Hilton Garden Inn Lexington DEADLINE: March 1, 2026	Hilton Garden Inn Lexington Attn: Toni Pitts 1973 Pausill Place Lexington, KY 40509	Contact hotel for credit card authorization form. DEADLINE: March 1, 2026	John Kaiser 859-543-8300 john.kaiser@hilton.com	Must be a Kentucky tax exempt certificate. Email John Kaiser for more information.
Hilton Lexington Downtown Hotel Contact: Bryna Reed, 859-281-3784	Hilton Lexington Downtown DEADLINE: Day of arrival	Hilton Lexington Downtown Attn: Bruce Sillman 369 West Vine Street Lexington, KY 40507	Hotel standard practice with school groups is to reach out directly to them to make payment arrangements via a secure link. Some schools may have direct bill accounts set up with the hotel. DEADLINE: One (1) week prior to arrival date	Bryna Reed 859-281-3784 bryna.reed@hilton.com	The hotel needs the tax exempt certificate for credit cards. Hotel needs a copy of the credit card with all numbers blacked out, except for the last 4 digits.
Holiday Inn Express & Suites Keeneland RJ Farrell, 859-231-0636 x 400	LEESown Hose LLC	Holiday Inn Express & Suites Keeneland Attn: RJ Farrell 1780 Sharkey Way Lexington, KY 40511	Email RJ Farrell for CC authorization form	RJ Farrell 859-231-0636 x 400 rj@rjkmanagement.com	Requires a Kentucky State Tax Exempt Form. Contact RJ Farrell for more information.
Home2 Suites University Medical Center	COMING SOON	COMING SOON	Hotel can authorize credit cards the day before arrival. DEADLINE: Two (2) weeks prior to arrival	Dustin Plowman 859-313-5200 dustin.plowman@h2m.com	Need Kentucky state tax exempt form. There is a city tax that the schools need the form to show the exemption from the tax.
Hyatt Place Lexington Hotel Contact: Megan Byrd, 859-296-0091 x 1013	Hyatt Place Lexington DEADLINE: Monday, February 23, 2026	Hyatt Place Lexington Attn: Megan Byrd 2001 Bryant Road Lexington, KY 40509	Hotel will send a credit card authorization form to the school contact for completion. DEADLINE: Monday, February 23, 2026	Megan Byrd 859-296-0091 x 1013 megan.byrd@hyatt.com	We will need the school's Kentucky state tax exemption form prior to arrival for the status to apply. This reduces taxes to 9.5% making the inclusive total per room, per night \$136.88
Hyatt Regency Lexington Hotel Contact: Tina Durham, 859-519-4216	Hyatt Regency Lexington DEADLINE: Three (3) days prior to event start date (business days)	Hyatt Regency Lexington Attn: Tina Durham 401 West High Street Lexington, KY 40507	Schools must complete the CC authorization form DEADLINE: Seven (7) days prior to event start date (business days)	Tina Durham 859-519-4216 EMAIL - TBD	Kentucky tax exempt certificate. Call Tina Durham for more information.
Marriott City Center	COMING SOON		COMING SOON		COMING SOON
Residence Inn City Center	COMING SOON		COMING SOON		COMING SOON
SpringHill Suites near University of Kentucky Accounting Contact: Sidney Morgan Taylor, 859-225-1500 Group Information: Katie Grice, kathryn.grice@marriott.com	SpringHill Suites near University of Kentucky DEADLINE: Day of arrival. Contact hotel for room totals	SpringHill Suites near University of Kentucky Attn: Sidney Morgan Taylor 863 South Broadway Lexington, KY 40504	Call hotel and let them know that you want to make an advanced deposit. Sent necessary exemption forms prior, if applicable. DEADLINE: One (1) week prior to arrival	Accounting Contact: Sidney Morgan Taylor, 859-225-1500 sidney.taylor@marriott.com Group Information: Katie Grice, kathryn.grice@marriott.com	Front and back copy of organization/school credit card with the tax exemption form.
The Campbell Hotel Jennifer Ambs, 859-519-1317	The Campbell House Lexington DEADLINE: Ten (10) days prior to arrival	The Campbell House Lexington Attn: Jennifer Ambs 1375 South Broadway Lexington, KY 40504	Please email contact for Sertifi Credit Card Link. Include the Acknowledgment # for your reservation. DEADLINE: Three (3) days prior to arrival/check-in		Hotel requires Kentucky Tax exempt form. Send with payment method.
The Manchester Hotel Hotel Contact: Sandra Wolcott, 859-785-3872	The Manchester Sales Department DEADLINE: Thirty (30) days prior to arrival	The Manchester Hotel Attn: Sales Department 941 Manchester Street Lexington, KY 40509	Sertifi Credit Card Authorization DEADLINE: Thirty (30) days prior to arrival	Emma Baker 859-785-3900 ebaker@themanchesterky.com	Sales Tax form. Email Emma Baker for more information.
Tru by Hilton University Medical Center Hotel Contact: Ginieria Harley, 859-687-9700	Tru by Hilton University Medical Center DEADLINE: February 1, 2026	Tru by Hilton University Medical Center Attn: Ginieria Harley 535 Waller Avenue Lexington, KY 40504	Credit card authorization form to be sent to schools for completion. DEADLINE: February 1, 2026	Ginieria Harley 859-687-9700 ginieria.harley@hilton.com	Hotel requires Kentucky Tax exempt form. Please send with payment for applicable taxes to be applied.