



**TEXAS BETA 2026
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Gaylord Texan, Texas
February 12-14, 2026**

Check Payment and Credit Card Authorization DEADLINE: January 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 **January 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.

<div style="text-align: center;"> PAYING FINAL PAYMENT BY CHECK </div>			<div style="text-align: center;"> PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION </div>	
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT
Gaylord Texan Resort & Convention Center	Gaylord Texan Resort & Convention Center	Gaylord Texan Resort & Convention Center Attn: Accounting Department 1501 Gaylord Trail Grapevine, TX 76051	Please email Shayfelle Vails/Olivia Lavelle to obtain Certifi Link. (Include your Acknowledgment # on your reservation.) Please email at least 30 days prior to arrival	Shayfelle Vails Shayfelle.vails@gaylordhotels.com Olivia Lavelle Olivia.lavelle@gaylordhotels.com

Tax Exemption:

To be exempt from sales tax in the State of Texas your organization must hold a Texas tax exempt form or a Federal 501c3. State tax exemption for states other than TX do not qualify. Group must provide proper tax exempt form to hotel with payment. Hotel will determine tax exemption, any questions should be directed to the hotel