



**WEST VIRGINIA BETA 2025  
HOTEL CHECK & CREDIT CARD  
AUTHORIZATION  
Charleston, West Virginia  
November 5-6, 2025**

**Check Payment and Credit Card Authorization DEADLINE: October 3, 2025.**

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 **October 3, 2025** 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> <div>↓</div> <div>PAYING FINAL PAYMENT BY CHECK</div> <div>↓</div> </div>			<div> <div>↓</div> <div>PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION</div> <div>↓</div> </div>		<div> <div>↓</div> <div>TAX EXEMPTION</div> </div>
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	
Courtyard Charleston Downtown Civic Center	Courtyard Charleston Downtown Civic Center	Courtyard Charleston Downtown Civic Center Attn: Lee Mann/Cindy Bagwell 100 Kanawha Blvd East Charleston, WV 25301	Please email hotel for credit card authorization form. Confirm receipt with hotel.	Email completed credit card authorization form to Lee Mann - 304-344-5777 <a href="mailto:groups.courtyard.downtownwv@gmail.com">groups.courtyard.downtownwv@gmail.com</a>	In order to be tax exempt the tax exempt entity must pay for the rooms and provide tax exemption certificate. This must be provide 7 days in advance of arrival. Please contact your hotel for more details.
Embassy Suites Charleston	Embassy Suites by Hilton Charleston	Embassy Suites Charleston Attn: Accounting Department 300 Court Street Charleston, WV 25301	Email April Percell for Secure Link. Confirm receipt with hotel.	April Percell 304-347-8700 <a href="mailto:april.percell@atriumhospitality.com">april.percell@atriumhospitality.com</a>	In order for WV taxes to be removed, school must present a WV State Tax Exempt form upon arrival or have a Multi State Tax Exempt form where WV is listed. Please contact your hotel for more details.
Hampton Inn Charleston-Downtown	Coming Soon		Information Pending		
Holiday Inn Express Charleston Civic Center	Holiday Inn Express Charleston Civic Center	Holiday Inn Express Charleston Civic Center Attn: Holly Wills 100 Civic Center Drive Charleston, WV 25301	Email Holly Wills for Secure Link. Confirm receipt with hotel.	Holly Wills 304-345-0600 <a href="mailto:hiex@alliance1hotels.com">hiex@alliance1hotels.com</a>	Hotel Requires Tax Exempt form, a copy of school's credit card, may not use personal card or check. Please contact your hotel for more details.