



**NATIONAL BETA 2026  
HOTEL CHECK & CREDIT CARD AUTHORIZATION INFORMATION  
Nashville, TN**

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 dates indicated below 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.

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	Last Day to Submit Checks	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	Last Day to Submit CC Preamble	TAX EXEMPT INFO
<b>Gaylord Opryland Resort &amp; Convention Center</b> <i>*Please use booking acknowledgement email as a pre-check for your hotel. For additional payment documentation needs, please reach out to Gaylord AFTER April 20.</i>	Gaylord Opryland	Gaylord Opryland ATTN: ACCOUNTING 2800 Opryland Drive Nashville, TN 37214	14 days prior to arrival	Must fill out a secure credit card link for Gaylord Opryland Resort. <b>AFTER MAY 6</b> , Email request to <a href="mailto:jh.braun.deposit@gaylordhotels.com">jh.braun.deposit@gaylordhotels.com</a> and a secure link will be sent within 48 hours. Send email including confirmation and school name. Secure link must be completed no later than 14 days prior to arrival.	<a href="mailto:jh.braun.deposit@gaylordhotels.com">jh.braun.deposit@gaylordhotels.com</a>	14 days prior to arrival	To be exempt from sales tax in the State of Tennessee your organization must hold a Tennessee tax exempt form or a Federal 501(c)3. The exemption will only apply to the sales tax of 9.75%. The occupancy tax (7%) and city tax (\$2.50) are not exempt. Payment must be made by the organization that holds the tax exemption (cannot pay with personal funds).
<b>Cambria Hotel Nashville Airport</b>	Cambria Hotel Nashville Airport	Cambria Hotel Nashville Airport Attention: Vishnu Krupa LLC 44 Rachee Drive Nashville, TN 37214	Day of arrival	Cambria Hotel Nashville Airport will email credit card authorization form upon request.	John Johnson (615) 931-2615	Day of arrival	Email Tennessee tax exempt form or a Federal 501(c)3 form to Courtney Heavels: <a href="mailto:c.heavels@athenahospitalitygroup.com">c.heavels@athenahospitalitygroup.com</a>
<b>Country Inn &amp; Suites</b>	Makam Hotels LLC	Makam Hotels LLC Attention: Miguel Carrizopallo 580 Dorelson Pike Nashville, TN 37214	14 days prior to arrival	Email for a credit card authorization sheet.	Mercede Maryland 615-949-5262 mmaryland@holidaysinn.com	Day of arrival	Must submit Tennessee tax exempt form or a Federal 501(c)3 form two days prior to arrival.
<b>Courtyard Nashville Airport</b>	Courtyard Nashville Airport	Courtyard Nashville Airport Attn: Megan Gill 2508 Elm Hill Pike Nashville, TN 37214	Day of arrival	Email to request certify credit card link.	Megan Gill 615-889-8889 Megan.Gill@marriott.com	Day of arrival	Nonreimbursable funds and provide a TN Tax Exempt Form.
<b>Crowne Plaza Nashville Airport</b>	More information to come.	More information to come.	More information to come.	More information to come.	More information to come.	More information to come.	More information to come.
<b>DoubleTree by Hilton Nashville Airport</b>	DoubleTree Suites by Hilton Nashville Airport	DoubleTree Suites by Hilton Nashville Airport Attn: Colleen Byrne 2424 Airway Way Nashville, TN 37214-5101	15 days prior to arrival	Send email to request the hotel credit card authorization. Include names that rooms covered are booked under.	Quincy Norman 615-889-8889 quincy.norman@hilton.com	48 hours prior to arrival	Please send a copy of the tax exempt for approval to Quincy.Norman@hilton.com
<b>Drury Inn &amp; Suites Airport</b>	Drury Inn & Suites Nashville Airport	Drury Inn & Suites Nashville Airport Attn: Solidad "Sol" Ortiz 555 Dorelson Pike Nashville, TN 37214  ***If school is paying for more than 5 rooms, please contact Claire Rees (Claire.Rees@druryhotels.com) so we can set up a master/sub-book.	2 weeks prior to arrival	Please email Claire Rees with school name, reservation confirmation/rooming list & tax exempt document(s) if applicable. She can then send a link for our credit card authorization form.	Claire Rees 800-436-1128 Claire.Rees@druryhotels.com	2 weeks prior to arrival	Schools with a completed State of Tennessee Exemption Certificate will be exempt from Room Tax only. Rooms must be paid directly by the exempt organization. Nonprofits from other states are not required to apply for a TN exempt certificate. Copy of IRS 501(c)3 is sufficient if from states other than TN, but TN nonprofits must have the TN exempt certificate dated 7/1/21 or later.
<b>Holiday Inn Express Nashville Airport</b>	Holiday Inn Express Nashville Airport	Holiday Inn Express Nashville Airport Attention to: April Fitzgerald 1111 Airport Center Drive Nashville, TN 37214	6/1/26	Send email to request the hotel credit card authorization. Include names that rooms covered are booked under.	Maya Griffith 615-889-8889 maya.griffith@hennahotel.com	6/1/26	Must submit Tennessee tax exempt form or a Federal 501(c)3 form.
<b>Homewood Suites by Hilton Nashville Airport</b>	More information to come.	More information to come.	More information to come.	Send email to Amy Alabouf to request a hotel credit card preauthorization form.	Amy Alabouf 615-884-8111 Amy.Alabouf@hwyhotels.com	60 days prior to arrival	All exemptions must be TN State or Federal Exemptions. Submit forms to Amy Alabouf.
<b>Inn at Opryland</b>	Inn at Opryland	Inn at Opryland Attn: Kristen Rothf 2403 Music Valley Drive Nashville, TN 37214	10 days prior to arrival	Please email hotel at least 30 days prior to arrival so a secure cc link (Swift) can be emailed. Once cc forms have been received, the full room & tax will be charged.	Kristen Rothf 615-231-8816 krothf@gaylordhotels.com	Please reach out at least 30 days prior to arrival	We require a TN tax form. Schools can contact the TN Department of Revenue if they are out of state to confirm if they are eligible for tax exemption. Forms must be emailed to <a href="mailto:krothf@gaylordhotels.com">krothf@gaylordhotels.com</a> prior to arrival so they can be submitted to accounting and verified.
<b>La Quinta Inn &amp; Suites Nashville Airport</b>	24/7 Hotel Management	24/7 Hotel Management 531 Dorelson Pike Nashville, TN 37214	3 weeks prior to arrival	Send email to request the hotel credit card authorization.	Megan Grigby 615-889-8100 sales@lqna.com	1 week prior to arrival	Must submit Tennessee tax exempt form or a Federal 501(c)3 form.
<b>Residence Inn Nashville Airport</b>	Residence Inn by Marriott Nashville Airport	Residence Inn by Marriott Nashville Airport Attn: Andrea Smith 2300 Elm Hill Pike Nashville, TN 37214	2 weeks prior to arrival	School must send a request to this email address for a credit card authorization form and include the email address to which the credit card authorization form should be sent.	Erica McKnight 615-889-8600 r.braun.leadership@marriott.com	2 weeks prior to arrival	School must be exempt in state of TN and must provide tax exempt form at least 2 weeks before check in date.
<b>TownPlace Suites Nashville Airport</b>	TownPlace Suites Nashville Airport	TownPlace Suites Nashville Airport Attention: Lydia Pleasant, GM 2700 Elm Hill Pike Nashville, TN 37214	5/15/26	Send email to Catherine to request credit card preauthorization link.	Catherine Taylor ctaylor@churtwellhospitality.com	1 week prior to arrival	To apply for tax exemption in Tennessee, nonprofit organizations must file an application with the State Board of Equalization (SBE) online for property taxes, or the Tennessee Department of Revenue for sales tax exemptions. Required documentation includes proof of ownership, corporate charters, bylaws, and IRS 501(c)(3) letters, with applications usually filed by May 20th of the tax year.

**Tax Exemption:**

- To be exempt from sales tax in the State of Tennessee your organization must hold a Tennessee tax exempt form or a Federal 501(c)3. State tax exemption for states other than TN do not qualify. The exemption will only apply to the sales tax of 9.75%
- The occupancy tax (7%) and city tax (\$2.50) are not exempt.
- Payment must be made by the organization that holds the tax exemption (cannot pay with personal funds).
- For more information regarding tax exemption, Sales and Use Tax, Qualified Organization Exemption (9n.gov)