

STN CONVENTION 2018 PAYMENTS, REFUNDS AND CHANGES

Please plan your registration before going online to avoid making changes. Changes to registrations take valuable time away from our planning activities. Please wait until you have all your details together before you register. Once you register, your contest choices are locked in but you can make changes afterwards.

CONVENTION REGISTRATION PAYMENTS

Payment can be made immediately online with your credit card: MasterCard, VISA, Discover, and American Express are all accepted.

Payment may be made by printing a copy of the invoice and sending a check payable to **Student Television Network**. NOTE: Our old Loker Ave. address is no longer accepting mail!

Student Television Network

P.O. Box 2752

Carlsbad, CA 92018

Purchase Orders are accepted for registration, but are **not** considered payment. Please send the check for payment or bring the check to onsite registration. **STUDENTS WILL NOT BE ABLE TO PARTICIPATE IN CONTESTS IF PAYMENT IN FULL IS NOT MADE BY THE TIME YOU REGISTER ONSITE.** STN will only confer trophies to fully paid member schools. Please do not disappoint your students by holding up payment.

CHANGES TO ONLINE REGISTRATION

OUR CHANGE PRICING HAS INCREASED – READY CAREFULLY!

PLEASE limit your changes as they are an administrative burden for the staff. You can retrieve your invoice and make changes online. **After your initial registration, you will be charged for changes to your invoice as follows: The first time you re-open your invoice and make any changes, you will incur a \$10.00 processing fee. The second time, it will be \$15.00 and the third and subsequent times it will be \$20.00 each time** you generate a new invoice. STN does not accept responsibility for the impact of changes on the school's registration.

On February 14, 2018 at 5:00 PM PST, the online pre-registration system will close. The system will re-open on Tuesday, March 13 at 10:00 pm. Additional changes can be made at that time **onsite** for a fee of **\$20 PER CHANGE**. For example, new registration will be $\$100 + \$20 = \$120$. Adding a student to a contest will be $\$15 + \$20 = \$45$. Swapping two students in contests will be $\$20 + \$20 = \$40$. No refunds will be made so if a registered student does not attend, their money cannot be refunded and their place cannot be taken by another student. Contest changes will be accepted 24 hours before a contest but only until Friday, March 16 at 10:00 am. No contest changes can be made after that time. Please plan carefully and avoid making changes!

MARRIOTT GAYLORD OPRYLAND RESORT

After completing your convention registration, you will be able to reserve hotel rooms for your group. STN will email you the form to use for hotel registration. Please add your registration confirmation number to the form as the hotel cannot process reservations without an STN Convention Registration Number. The forms will be emailed during regular business hours.

You must reserve your rooms by **February 14**. After that date the STN room block is closed and the hotel will only offer rooms, if available, at their current rate. You may reserve your rooms with a credit card. The hotel will not accept Purchase Orders for hotel reservations. However you may contact MELISSA ELLIS, Group Housing Manager at 615-458-2553 or mellis@gaylordhotels.com to set up the hotel as a vendor so a check can be cut from your school or district office to pay for your hotel rooms. Checks sent in advance should be sent at least 2 weeks in advance. **We strongly advise you to make payment in advance of arrival to avoid the time and inconvenience of payment on site.** You will be required to have a credit card on file for incidentals and no-shows.