

STN CONVENTION 2020 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. "Saving" your choices **do not** lock them in. Last year, more than 100 schools registered on the first day and several contests closed. So please plan in advance and be ready to register.

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

P.O. Box 2752

Carlsbad, CA 92018

NOTE: Our old Loker Ave. address is no longer accepting mail!

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

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 12, 2020 at 5:00 PM PST, the online pre-registration system will close. The system will re-open on Tuesday, March 10 at 10:00 pm EST. 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 \$20+\$20=\$40. No refunds will be made. 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 13 at 10:00 am. No contest changes can be made after that time. Please plan carefully and avoid making changes!

WASHINGTON HILTON HOTEL: 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 21. 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. Checks sent in advance should be sent at least 2 weeks in advance. **CHECKS WILL NOT BE ACCEPTED BY THE HOTEL ON ARRIVAL DAY.** **We strongly advise you make payments in advance of your arrival.** You will be required to have a credit card on file for incidentals and no-shows.

12.10.19

WE LOOK FORWARD TO SEEING YOU IN

