



# 2019 National Tourism Week Awards Breakfast & Advocacy Day

## May 9, 2019

### **Policies**

#### **PRIVACY POLICY**

*We respect and are committed to protecting your privacy. With the exception of our authorized & registered tradeshow exhibitors, your information will be kept confidential & will not be shared. NJTIA does not sell membership nor its convention registration lists.*

#### **SECURITY POLICY**

*Your payment and personal information is always safe. Your personal information will be encrypted, meaning that your credit card number, name, and address, cannot be read over the internet.*

#### **POLICY & PAYMENT INSTRUCTIONS**

*Your registration for the event is considered final, upon checkout - for those that opt to send in check payment by mail for your registration fees, payment for your balance due is required/expected.*

#### **IF YOU ARE MAKING A PAYMENT BY CREDIT CARD, PLEASE BE ADVISED....**

*The address listed under the Payment Type/Tab below, MUST match your "billing address" on file with your credit card company. This is a safety precaution put in place to protect you. If the address that is automatically pre-populated, does not match your billing address on file with your credit card company, than you will need to manually change it below -- so that the information matches your official "bill to address."*

*NJTIA accepts American Express, Master Card & VISA credit card payments only. You may register online and pay by credit card, or register online and send in your check/money order or voucher for payment to:*

**NJTIA  
414 River View Plaza  
Trenton, NJ 08611**

*Checks, vouchers & money orders should be sent into the NJTIA office, along with a copy of your event invoice, so that proper payment may be credited to your registration. If sending in a check/money order for your registration fees, please print out an invoice & send it along with your check payment by mail to NJTIA.*

#### **CANCELLATION & REFUND POLICY**

*Should your schedule change or you cannot attend the event, please notify NJTIA as soon as possible.*

*Refunds for advanced cancellation may be made up until May1, 2019; requests for refunds must be made in writing & forwarded to NJTIA Headquarters (by fax to 609-393-9891 or by mail). Any refund amount will be subject to a \$50 administrative fee, which will be deducted from the refund. No refunds will be given after the May1, 2019 deadline. Event 'NO SHOWS', people who register for the event, but do not attend, will be billed for the appropriate registration amount. If you do not attend the meeting and fail to notify NJTIA in advance of the May1, 2019 deadline, you would be ineligible for any refund amount.*

*Registration substitutions may be made; please notify NJTIA of the substitution in writing & prior to the event.*