

SkillsUSA Florida State Leadership and Skills Conference

Payment Instructions

Contact the SkillsUSA Florida State Office for assistance:

- Jessica Graber, igraber@skillsusaf1.org, 850-284-8534

Thank you for registering for the SkillsUSA Florida State Leadership and Skills Conference! We are excited to welcome your school to Jacksonville for this exciting event! Please review this document to learn more about invoicing and payment for the conference.

Registration Payment Information:

- The Lead Advisor will register students for the conference. Once they submit registration, the system will generate an invoice that is emailed to the advisor. Use this invoice to process payment.
 - Because the invoice is issued when registration is submitted, additional invoices are not sent in response to purchase orders.
 - Contact the state office if you need a copy of an invoice.
- Invoices are final at the close of registration on Monday, March 10, 2025, at 11:59 PM. Any registrants entered online at that time are considered registered and the school is responsible for payment.
- The registration system allows advisors to select whether invoices are by school or by program. If you need to combine invoices, contact the state office.
- Payment is due by March 24, 2025. Contact us if you need an extension – we are always happy to work with you! Schools may be refused admittance to the conference if payment is not received.
- Invoices may be combined into a single payment or paid separately. Be sure to note any invoice numbers covered by a payment so it can be applied properly.
- Verify that the payee is Florida SkillsUSA Inc or SkillsUSA Florida (EIN 59-3147458). Unfortunately, we are unable to accept check payments issued to SkillsUSA Inc., located in Virginia.
 - Download an updated copy of our W-9 at skillsusaf1.org/resources.
- Payment is accepted by check or credit card.
 - To pay by credit card, visit: <https://square.link/u/D0gKSQZj>
 - A 2.5% administrative fee is added to each credit card transaction.
 - If a purchasing card limits daily transactions, payments may be split into smaller amounts over separate days. Advance permission is not required; note the invoice number on each payment submitted and make payments using the link above.
 - Mail check payment to:
SkillsUSA Florida
4446 Hendricks Ave PMB 229
Jacksonville, FL 32207
 - Do not send payment to the national office in Virginia.

Hotel Payment Information:

- The Lead Chapter Advisors will make hotel reservations within our designated hotel blocks in accordance with our policies and procedures. You can find reservation information outlined in the SLSC25 Conference Guide on our website at skillsusafl.org/resources.
- Each school must make payment arrangements directly with the hotel, including providing tax exemption documentation. Contact the hotel directly for any questions about hotel billing arrangements, or if you need to make changes to your hotel reservation. Cancellation penalties are at the discretion of each hotel property; we encourage you to cancel any unneeded rooms early to avoid unnecessary penalties.
- We encourage you to contact the hotel property early in the process to ensure that they are in your school's system as an approved vendor to avoid issues later.

Hotel Contacts:

- Hyatt Regency Jacksonville Riverfront: Michael James, michael.james@hyatt.com, (904) 588-1234
- Hilton Doubletree Jacksonville: Karen Padgett, KPadgett@doubletreejax.com, (904) 396-8845