

Hotel Check and Credit Card Authorization Policies | 2026 VEX Robotics World Championship

Location: St. Louis, MO. April, 2025 (Dates TBD)

Hotel reservation deadline: April 2, 2026

Please see the check address and credit card authorization process for each individual hotel listed below.

All Checks must arrive at your confirmed hotel *based on dates noted 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.

PAYING FINAL PAYMENT BY CHECK			PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION	
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT
Courtyard by Marriott Downtown Convention Center	STL Courtyard Downtown Convention Checks must be received 14 Business Day Prior to Arrival Date.	Attn: Rachel Crowley STL Courtyard Downtown Convention 823 Washington Ave, St. Louis, MO 63101	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 14 Business Days Prior to Arrival Date.	Rachel Crowley 314-231-7566 rachel.m.crowley@marriott.com
Courtyard by Marriott Downtown West	Please reach out to hotel for instructions Checks must be received by March 1, 2026.	Phone or email: Neel Andley 314-660-8220 neel.andley@marrriott.com	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received by March 1, 2026.	Neel Andley 314-660-8220 neel.andley@marriott.com
Drury Inn & Suites St. Louis Airport	Drury Inn & Suites St. Louis Airport Checks must be received 30 days prior to arrival.	Attn: Jim Poelker Drury Inn & Suites St. Louis Airport 10490 Natural Bridge Road, St. Louis, MO 63134	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Beca McNeely 314-450-2330 beca.mcneely@druryhotels.com
Drury Inn & Suites St. Louis Brentwood (transitioning to Drury Plaza pre-2026 event)	Drury Inn & Suites Brentwood Checks must be received 30 days prior to arrival.	Attn: Beca McNeely Drury Inn & Suites Brentwood 8700 Eager Road, Brentwood, MO 63144	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Beca McNeely 314-450-2330 beca.mcneely@druryhotels.com



Drury Inn & Suites St. Louis Creve Coeur	Drury Inn & Suites Creve Coeur Checks must be received 30 days prior to arrival.	Attn: Elizabeth Beining-Miko Drury Inn & Suites Creve Coeur 11980 Olive Blvd., Creve Coeur, MO 63141
Drury Inn & Suites St. Louis Forest Park	Drury Inn & Suites Forest Park Checks must be received 30 days prior to arrival.	Attn: Brian Handyside Drury Inn & Suites Forest Park 2111 Sulphur Avenue, St. Louis, MO 63139
Drury Inn Union Station St. Louis	Drury Inn & Suites Union Station Checks must be received 30 days prior to arrival.	Attn: Andrew Rosenthal Drury Inn & Suites Union Station 201 South 20th Street, St. Louis, MO 63103
Drury Plaza Hotel St. Louis at the Arch	Drury Plaza Hotel at the Arch Checks must be received 30 days prior to arrival.	Attn: Jeff Barker Drury Plaza Hotel at the Arch 2 South 4th Street, St. Louis, MO 63102
Drury Plaza Hotel St. Louis Chesterfield	Drury Plaza Hotel Chesterfield Checks must be received 30 days prior to arrival.	Attn: Kevin Wheeler Drury Plaza Hotel Chesterfield 355 Chestfield Center East, St. Louis, MO 63017
Embassy Suites St. Louis Downtown	Embassy Suites St. Louis Downtown Checks must be received 10 Business days prior to arrival.	Attn: Accounting Embassy Suites St. Louis Downtown 610 N 7th Street, St. Louis, MO 63101
Fairfield Inn & Suites by Marriott St. Louis Downtown	Fairfield Inn & Suites St. Louis Downtown Checks must be received by March 17, 2026.	Attn: Jante Filiberto Fairfield Inn & Suites St. Louis Downtown 2144 Market Street, St. Louis, MO 63103

Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Beca McNeely 314-450-2330 beca.mcneely@druryhotels.com
Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Beca McNeely 314-450-2330 beca.mcneely@druryhotels.com
Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Beca McNeely 314-450-2330 beca.mcneely@druryhotels.com
Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Beca McNeely 314-450-2330 beca.mcneely@druryhotels.com
Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Beca McNeely 314-450-2330 beca.mcneely@druryhotels.com
Please phone hotel to obtain Sertifi Link. Front Desk will verify your reservation and send link. Payment Must be received 5 Business days prior to arrival.	Embassy Suites Front Office Team 314-269-5900
Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received by April 13, 2026.	Ivona Matkovic & Janice Hasik 314-499-0100 x sales (Ivona) or x 620 (Janice) ivona.matkovic@marriott.com & janice.hasik3@marriott.com



Hampton Inn & Suites St. Louis at Forest Park	Hampton Inn & Suites St. Louis at Forest Park Checks must be received by April 10, 2026	Attn: Kelsey Louvier Hampton Inn & Suites St. Louis at Forest Park 5650 Oakland Ave, St. Louis, MO 63110	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received by April 10, 2026.	Kelsey Louvier 314-655-3993 Kelsey.louvier@hilton.com
Hampton Inn Gateway Arch	Hampton Inn Downtown Saint Louis at the Gateway Arch Checks must be received by March 17, 2026.	Attn: Briana Greer Hampton Inn Downtown Saint Louis at the Gateway Arch 333 Washington Ave, St. Louis, MO 63102	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received at least two weeks before arrival.	Briana Greer 314-678-2400 greer@raymondteam.com
Hilton St. Louis at the Ballpark	Hilton St. Louis at the Ballpark Checks must be received 7 days prior to arrival.	Attn: Rebecca Minnich Hilton St. Louis at the Ballpark 1 S Broadway, St. Louis, MO 63102	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 3 business days prior to arrival.	Rebecca Minnich 314-259-3347 rminnich@hiltonstlouis.com
Hotel Saint Louis	Hotel Saint Louis Checks must be received 14 days prior to arrival.	Attn: Egyptian McCullum Hotel Saint Louis 705 Olive Street, St. Louis, MO 63101	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 5 business days prior to arrival.	Egyptian McCullum 314-612-4902 stlcoord@hotelsaintlouis.com
HoteLumiere at the Arch	TEI (ES), LLC dba Hotelumiere Checks must be received by April 2, 2026.	Attn: Erin Krick HoteLumiere 999 N Second Street, St. Louis, MO 63102	Please phone hotel to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received by April 2, 2026.	Erin Krick 314-881-7555
Hyatt Place Chesterfield (Next to Drury Plaza)	Hyatt Place Chesterfield- Checks must be received 30 days prior to arrival.	Attn: Todd Brasken Hyatt Place Chesterfield 333 Chesterfield Center, Chesterfield, MO 63017	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Beca McNeely 314-450-2330 beca.mcneely@druryhotels.com



Hyatt Regency St. Louis at The Arch <i>(do not mail to hotel's address)</i>	Hyatt Regency St. Louis at The Arch - Checks must be received by April 2, 2026.	Attn: Hyatt Regency St. Louis at The Arch PO Box 205327, Dallas, Texas 75320-5327
Live! by Loews	Live! By Loews - St. Louis Checks must be received 14 days prior to arrival.	Attn: Robin Swick Live! By Loews-St. Louis 799 Clark Ave, St. Louis, MO 63102
Magnolia Hotel St. Louis, A Tribute Portfolio Hotel	Magnolia St. Louis - Checks must be received by March 13, 2026.	Attn: Tim Yang Magnolia St. Louis 421 N 8th Street, St. Louis, MO 63101
Marriott St. Louis Grand Hotel	Information coming soon	
Pear Tree Inn Convention Center	Pear Tree Inn Convention Center- Checks must be received 30 days prior to arrival.	Attn: Nathan Gard Pear Tree Inn Convention Center 711 North Broadway, St. Louis, MO 63102
Pear Tree Inn Union Station	Pear Tree Inn Union Station Checks must be received 30 days prior to arrival.	Attn: Dylan DeLaney Pear Tree Inn Union Station 2211 Market Street, St. Louis, MO 63103
Residence Inn by Marriott Downtown	Residence Inn St. Louis Downtown Checks must be received 30 days prior to arrival.	Attn: Chris Diel Residence Inn St. Louis Downtown 525 S Jefferson Ave., St. Louis, MO 63103

Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received by April 2, 2026.	Katherine Cottle 314-342-4621 katherine.cottle@hyatt.com
Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 5 days prior to arrival.	Robin Swick 314-597-9676 robin.swick@loewshotels.com
Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received at least two weeks before arrival date.	Lisa Schmidt 314-658-4083 lschmidt@magnoliahotels.com
Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Beca McNeely 314-450-2330 beca.mcneely@druryhotels.com
Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Beca McNeely 314-450-2330 beca.mcneely@druryhotels.com
Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Chris Diel 314-289-7500 chris.diel@marriott.com



SpringHill Suites by Marriott - St Louis Brentwood	SpringHill Suites Brentwood Checks must be received at least 14 days prior to arrival.	Attn: Mary Tripodi SpringHill Suites Brentwood 1231 Strassner Drive, Brentwood, MO 63144
The Pennywell St. Louis Downtown	Information coming soon	
The Westin St. Louis	Westin St. Louis Hotel Checks must be received by April 6, 2026.	Attn: Noelle Johnson Westin St. Louis Hotel 811 Spruce Street, St. Louis, MO 63102
Wingate St Louis Airport	Wingate by Wyndham St. Louis Airport Checks must be received 30 days prior to arrival.	Attn: Peggy Weber Wingate by Wyndham St. Louis Airport 10820 Pear Tree Drive, St. Louis, MO 63074
Tru by Hilton St Louis Downtown	Does not accept Checks	
Four Seasons St Louis	Four Seasons Hotel Checks must be received at least 14 days prior to arrival.	Attn: Jamie Nollan Four Season Hotel 999 N. 2nd Street, St. Louis, MO 63102

Please email contact to obtain Canary Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received at least two weeks before arrival date.	Mary Tripodi 314-647-8400 mary.tripodi@marriott.com
Please email/phone contact to obtain Information on prepayment. (Include your Acknowledgment # on your reservation and each guest name.) Must be received by April 6, 2026.	Noelle Johnson 314-552-5717 NJohnson@westinstlouishotel.com
Please email contact to obtain Certifi Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received 30 days prior to arrival.	Beca McNeely 314-450-2330 beca.mcneely@druryhotels.com
Please email/phone contact to obtain Information on prepayment. (Include your Acknowledgment # on your reservation and each guest name.) Must be received by April 2, 2026.	Alex Bryant 314-916-0314x5006 beca.mcneely@druryhotels.com
Please email contact to obtain Canary Link. (Include your Acknowledgment # on your reservation and each guest name.) Must be received at least two weeks before arrival date.	Jamie Nollan 314-881-2060 jamie.nollan@fourseasons.com