



REGISTRATION INFORMATION

PRE-REGISTRATION ONLINE & PAPER REGISTRATIONS FEES

Municipal Government	\$55.00	<u>Spouse's badges are Complimentary</u>
State Government	\$55.00	Spouse's badges are not valid for CEU's
County/Local Government	\$55.00	<u>Spouses who are employees</u> of a Municipality, State, County,
Municipal Utilities/Authorities	\$55.00	Local Government, Municipal Utilities/Authorities (including
Non-Profits	\$55.00	State Authorities) or Non-Profits <u>must purchase a badge.</u>

(The above registration fees are for employees or elected officials of a Municipality, State, County, Local Governments, Municipal/State Utilities or Authorities and Non-Profits.)

Student \$ 5.00 (*onsite registrations only w/valid student ID*)
All Others \$105.00 (*paper registrations only*)

NEW, pre-registrants have a choice of onsite badge pickup at the **Scan & Go** stations, located at the pre-registration counters, second level, Atlantic City Convention center left of hall C. **No badge will be mailed.** Each registrant will receive by email their own individual confirmation with bar code and instructions on how to print their badge.

HOW TO REGISTER FOR A BADGE

1. To register by paper and online go to www.njslom.org click onto the tab "Conference" scroll down and follow the links to "Register Now".
2. After your registration is processed, a remittance invoice will be sent to key contact by email.
3. The Registrant should print and submit the online remittance invoice to their finance department to ensure payment. The certification portion of the invoice should be completed in its entirety. Return a copy of the remittance invoice with a check and or purchase order for signature (*if applicable*) within five (5) days of the date on the invoice.
4. *We do not except Faxed or Emailed registrations* **Pre-Registration Ends October 1**

PRE-REGISTRATION BADGE CORRECTIONS

Before October 6, 2017

Corrections can only be made to the spelling of the municipality/company, name, or title. Corrections can be made on the remittance invoice and email to njlm@experient.com (**not the League**) before **October 6, 2017**.

To register additional individuals after the submission of an order, the registrant must begin a new online registration session for those individuals only or fill out a paper registration.

After October 5, 2017,

Corrections to the spelling of the municipality/company, name, or title must be made at the pre-registration counter, Atlantic City convention Center 2nd floor, beginning Tuesday, November **14, 2017** at 9:00am, Left of Hall C.

CONFERENCE MOBILE APP!

Available for download by October 4th on the NJLM website. Registrants will be able to Access a fully searchable session schedule, interactive map of the exhibit floor, a thorough listing of exhibitors, and up-to-date event information. Do not miss important sessions, speakers or exhibits – create a personalized schedule before arriving onsite to maximize their experience! Link to njslom.org/2017conf/mobile-app.html.

ONSITE – ATLANTIC CITY CONVENTION CENTER

WHEN PRE-REGISTRANTS ARRIVE

- ✓ If they have their badge, the registrant will not have to stop by the pre-registration counters. Conference Programs & Badge Holders are located at the GRAB-n-GO stations throughout the second level of the Atlantic City convention center.
- ✓ If a pre-registrant does not have their badge, another badge can be obtained at the pre-registration counters 2nd floor of the Atlantic City Convention center, left of Hall C.
- ✓ **NEW**, if a registrant chose the onsite badge pickup at the **Scan & Go** stations, go to the pre-registration counters, located on the second level, Atlantic City Convention center left of hall C. The pre-registration counters will open **Tuesday, November 14, 2017** at 9:00 am.

ONSITE REGISTRATION FEES

Begins Tuesday, November 14, 2017, 2nd level of the convention center right of Hall C

Municipal Government	\$65.00	Student	\$ 5.00 (<i>onsite registrations only w/valid student ID</i>)
State Government	\$65.00	All Others	\$125.00
County/Local Government	\$65.00	Exhibitors	\$ 60.00 (<i>additional fee over six (6) complimentary badge per booth</i>)
Municipal Utilities/Authorities	\$65.00		
Non-Profits	\$65.00		

Spouse's badges are Complimentary (*for spouses who do not work for your organization*)

Spouse's badges are not valid for CEU's.

Spouses who are employees of a Municipality, State, County, Local Government, Municipal Utilities/Authorities (including State Authorities) or Non-Profits **must purchase a badge.**

Forms of payment: Cash, Checks or Purchaser Orders. We do not except Debit or Credit Cards.

Make Checks Payable To: New Jersey State League of Municipalities (NJLM), 222 West State Street, Trenton, NJ 08608

ONSITE REGISTRATION PROCEDURE

For Municipal Delegates: Fill out a white registration card located on the onsite registration tables, 2nd level in the Atlantic City Convention Center. Present the completed registration card at the onsite registrations counters to register, located to the right of Hall C.

For Exhibitors: Fill out a yellow registration card located on the onsite exhibit registration tables, 2nd level in the Atlantic City Convention Center near the exhibit registration counters in front of hall B. Present the completed registration card at the onsite exhibit registrations counters to register.

GENERAL HOURS

Tuesday, November 14, 9:00am – 5:00pm
Wednesday, November 15, 8:30am – 5:00pm
Thursday, November 16, 8:30am – 3:00pm

EXHIBIT HOURS

Monday, November 13, 8:00am – 5:00pm Set-Up
Tuesday, November 14, 9:00am – 5:00pm Exhibit Hours
Wednesday, November 15, 8:30am – 5:00pm Exhibit Hours
Thursday, November 16, 8:30am – 1:00pm Exhibit Hours
Thursday, November 16, 1:00pm – 8:00pm Break Down

BADGE SUBSTITUTION/TRANSFER POLICY

There are NO REFUNDS. If an individual is unable to attend, he or she may give his or her badge to another person. The new person **MUST** bring the badge to the pre-registration counter at the Atlantic City Convention Center, 2nd floor where they may exchange a badge of the non-attende for a new badge in their name.

Please note a badge substituted/transfer, will cause the non-attende name to be cancelled; no CEU's will attach to this non-attende. Therefore, do not give a badge to another person for the purposes of a substitution/transfer after the badge has been scanned at a session.

REFUNDS

The League's Executive Board has established a NO REFUND POLICY ON CANCELED REGISTRATIONS. Upon completing a paper registration, an online registration, and or receiving badges, there are NO REFUNDS.

EVENT POLICY

If an NJLM event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds.

NJLM TICKETED FUNCTIONS – Ticket Sales Becomes Available August 31

If you have any questions on the League Ticketed functions: League Luncheon, the Mayors' Box Luncheon or the Women in Government Event please call the League office at 609-695-3481 x113 or x119.

Please note attendees who wish to attend the League Ticketed functions must registered for a conference badge. Ticketed function fees are separate from badge registration fees. Any questions on badge registration please call the League office at 609-695-3481 x113 or x119.

NJLM Ticketed functions forms are available online for printing starting August 31 link to "NJLM ticketed function registration" link to print a ticketed function registration form.

HOUSING INFORMATION

Housing Registration Deadline October 6th if using a reservation form, October 13th for online reservations
<http://www.njslom.org/2017conf/hotel.html>

MUNICIPAL OFFICIALS ONLY

Attend the Business Meeting on **Thursday, November 16, 2017**, 3:30 p.m., Pearl Ballroom, Second Level, Sheraton Convention Center Hotel, Atlantic City. Municipal Officials can participate in the deliberation and adoption of Conference Resolutions, which sets our legislative priorities for the coming year. While the League constitution requires that the mayors or their official designees shall cast ballots, all municipal officials are encouraged to attend and participate in the deliberations.

TRANSPORTATION

The Annual League Conference will be held at the Atlantic City Convention Center (2001 Kirkman Boulevard). For the convenience of all delegates and exhibitors, the League has arranged for shuttle bus service to and from the Convention Center and conference designated hotels. If needed, a shuttle bus schedule can be obtained through the League office or online at www.njslom.org. Shuttle Bus transportation for wheelchairs is available. Please contact the League office at 609-695-3481 x118 for a handicapped shuttle bus request.

SPECIAL NEEDS NOTICE

If you will be requiring arrangements pursuant to the Americans with Disabilities Act at the Convention Center in Atlantic City, please advise the League as soon as you receive this notice. If you require Sign Language interpreters or staff escorts, please contact the League as soon as possible. All public meeting rooms and facilities in the Convention Center have assisted listening devices and are accessible to wheelchairs. If you have any special needs, please call 609-695-3481 x118.

SOCIAL MEDIA

Like us on Facebook at [facebook.com/njleague](https://www.facebook.com/njleague)

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LinkedIn: [linkedin.com/company/new-jersey-league-of-municipalities](https://www.linkedin.com/company/new-jersey-league-of-municipalities)

YouTube: [youtube.com/channel/UCbce9oVw9LvO6vxNz_89mZw](https://www.youtube.com/channel/UCbce9oVw9LvO6vxNz_89mZw)