



REGISTRATION INFORMATION

PRE-REGISTRATION ENDED OCTOBER 1, 2017

Pre-registration badge mailing will begin on October 25, 2017. Please note that no one will be allowed in the exhibit hall, meeting rooms or League ticketed functions without a badge.

PRE-REGISTRANTS UPON ARRIVAL

- ✓ If you have your badge, you 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 you do not have your badge, another badge can be obtained at the pre-registration counters 2nd floor of the Atlantic City Convention center, left of Hall C.
- ✓ **NEW**, pre-registrants who selected onsite badge pickup may print their badge at the **Scan & Go** stations, located at the pre-registration counters, second level, Atlantic City Convention center left of hall C. Scan your confirmation with bar code at the scan & Go stations. The pre-registration counters will open Tuesday, November 14, 2017 at 9:00 am.

Conference Mobile APP!

Available for download on October 4 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 the experience!

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, second level left of hall C, where they may exchange a badge of the non-attendee for a new badge in their name.

Please note a badge substituted/transfer, will cause the non-attendee name to be cancelled; no CEU's will attach to this non-attendee. 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.

ONSITE REGISTRATION INFORMATION

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 the organization*)

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

Spouses who work for a Municipality, State, County, Local Government, Municipal Utilities/Authorities (including State Authorities) or Non-Profits are required to purchase a badge.

DELEGATE ONSITE REGISTRATION PROCEDURE

Fill out a white registration card located on the onsite registration tables, located on the second 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.

REGISTRATION HOURS

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

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

Refunds

The League's Executive Board has established a NO REFUND POLICY ON CANCELED REGISTRATIONS. Upon completing a paper registration, an online registration, onsite registration 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.

EXHIBIT HOURS

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

NJLM Ticketed Functions

If you have any questions on the League ticketed functions: the Mayors' Box Luncheon or the Women in Municipal Government Event and or the League Luncheon please call the League office at 609-695-3481 x113 or x119 or click here [Ticketed Function Form](#) to download the order form.

Mayor's Box Luncheon

Wednesday, November 15, 2017, Time: 12 Noon

Open to Mayor's only and two guest of their choosing Crown Ballroom, Sheraton Hotel \$25 per person

Women in Municipal Government Networking and Award Event

New Day: Wednesday, November 15, 2017, Time: 5:15 p.m. and Format: Networking
Pearl Ballroom, Sheraton Hotel \$30 per person

League's Delegate Luncheon

Thursday, November 16, 2017, Time: 12 Noon
Crown Ballroom, Sheraton Hotel \$40 per person

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

Housing Information – click on link below

June 1– Housing Reservations Open

October 6– Deadline to use the housing form below

October 13– Deadline to book housing online

[Beware Unauthorized Hotel Reservation Services](#)

[Hotel Reservation Letter - New Information this year](#)

[Universal Attendee Housing Form for Municipal & Non-Municipal](#) PDF

[Hotel Search and Online Registration](#)

[Exhibitors Housing](#)

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 require arrangements pursuant to the Americans with Disabilities Act at the Convention Center in Atlantic City, please advise the League. 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

Follow us on Twitter [@nj_league](https://twitter.com/nj_league)

LinkedIn: linkedin.com/company/new-jersey-league-of-municipalities

YouTube: youtube.com/channel/UCbce9oVw9LvO6vxNz_89mZw