



**REGISTRATION, INVOICE & VOUCHER  
CERTIFICATION FORM**

**SEMINAR TITLE:** **16<sup>th</sup> ANNUAL MAYOR' LEGISLATIVE DAY**

**DATES & LOCATIONS:** 
 Wednesday, 01/16/08  
*The State House Annex, Committee Room 4, Room 130*  
 Trenton, New Jersey

**REGISTRATION FEE:** **\$20.00 per person - Member & Non-Member Rate**

Returning a copy of this completed form insures you a reservation at the above seminar. Just send us this form with or without a check. No need to send us your voucher for a separate signature because **this form has been approved by the Local Finance Board and meets the requirements for certification of performance of service. HOWEVER, A PURCHASE ORDER NUMBER IS REQUIRED TO PROCESS THIS REGISTRATION FORM.**

**CANCELLATION POLICY** If you are unable to attend this seminar, you may transfer your registration to a colleague, or fax us **three (3) working days PRIOR** to the seminar and we will be happy to issue a refund.

<b>VENDOR CLAIMANT'S CERTIFICATION AND DECLARATION</b>	
<p>I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials have been furnished or services rendered as stated herein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.</p>	
<p>06/27/2007    21-6000935    <i>William S. Demello</i>    Executive Director</p> <p>Date                      Federal I.D. #                      Signature                      Official Position</p>	
<p style="text-align: center;"><b>CERTIFICATION BY RECEIVING AGENCY</b></p> <p>I, having knowledge of the facts, certify and declare that the materials have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery slips or other reasonable procedures, or verifiable information.</p> <p>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>	<p style="text-align: center;"><b>CERTIFICATION BY APPROVAL OFFICIAL</b></p> <p>I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim. The payment shall be chargeable to:</p> <p>Appropriation Account(s) Charged    <b>P.O. # - MANDATORY</b> <span style="font-size: 2em;">▶</span></p> <p>Amount(s): \$ _____</p> <p>_____ Signature</p> <p>_____ Title (CFO, Finance Director)</p> <p>_____ Date</p>

**SEMINAR REGISTRATION (Please fill in all of the below information)**

	Name of Seminar Registrant	Title	E-Mail Address	Municipal Phone #	#In Case of Emergency Cancellation
1)					
2)					
3)					
4)					
5)					

Contact Person: \_\_\_\_\_  
 Municipality: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

PLEASE NOTIFY US IF YOU  
 DESIRE ANY SPECIAL  
 COMMUNICATION  
 EQUIPMENT OR SERVICES

**MAKE CHECKS PAYABLE TO:**

New Jersey State League of Municipalities  
 222 West State Street - Trenton, NJ 08608

Phone: (609) 695-3481  
 Fax: (609) 695-0151

**DIRECTIONS ON BACK**

## **DIRECTIONS TO THE STATE HOUSE (The State House Annex is Adjacent to The State House)**

The State House is located at 125 West State Street in Trenton, NJ. The zip code is 08625.

### **DRIVING DIRECTIONS**

**From the East:** Take 195 west to Route 29 north (toward Lambertville). Exit right at Memorial Drive. Follow signs for the Capitol Complex and proceed through the light at the end of the ramp. After the light, make a sharp first right and proceed making a semi-circle around the parking area. Pass through the light into the Capitol Complex.

**From the South:** Take Route 206 north or 295 north, and follow directions to 195 west to Route 29 north (toward Lambertville). Follow directions above for traveling from the east.

**From the West:** Enter Trenton via Delaware River toll bridge (Route 1 north). Exit at Route 29. Take Route 29 north (toward Lambertville). Exit right at Memorial Drive. Follow signs for the Capitol Complex and proceed through the light at the end of the ramp. After the light, make a sharp first right and proceed making a semi-circle around the parking area. Pass through the light into the Capitol Complex.

**From the North:** Take Route 1 south to the last New Jersey exit ("Capitol Complex"). Turn right onto Warren Street and go to the light where you will make a left onto Market Street. Pass through the next light at William Trent Place and bear right following signs for the Capitol Complex.

**Parking:** Free public parking is available at the surface lot behind the State House. It is accessed by turning right onto Barrack Street from West State Street and turning left at the first light onto Lafayette Street. Proceed to the next light and turn right onto South Warren Street. Make the first right and make another right at the stop sign. Bear left at the light and make a right at the light toward the back of the State House. Proceed to the guard booth and have picture ID ready to gain access to the lot.

Metered, on-street parking is available along West State Street. Pay lots are located at the corner of South Warren and Lafayette Streets, and at North Warren and Hanover Streets. Handicap parking is available in the parking garage and on West State Street in front of the State House and Annex and across the street from the State House.

### **PUBLIC TRANSPORTATION**

Direct rail service to Trenton is provided by both NJ Transit (1-800-582-5946) and Amtrak (1-800-872-7245). NJ Transit also provides bus service to and within the Trenton area.

### **FROM THE TRAIN STATION**

**Walking:** South Clinton Avenue runs along the left side of the train station. Proceed up the avenue (to your right when facing the road) one block and make a left onto East State Street. (You'll soon pass the Department of Environmental Protection on your left.) At one point, the street becomes a pedestrian mall. After the mall, the street becomes West State Street. The State House is two blocks up on the left. The walk takes 10-15 minutes.

**Cabs:** Cabs are available at the rear of the station.

**Buses:** Buses stop in front of the train station at the corner of South Clinton Avenue. Most service West State Street and the State House.

## **SPECIAL NOTE**

### **PARKING**

Public parking is available in the Capital Complex parking garage. It is accessed by turning right (heading East) onto Barrack Street from West State Street and turning left at the first light onto Lafayette Street. Proceed to the next light and turn right onto South Warren Street. Make the first right and make another right at the stop sign. Bear left at the light and make a right at the light toward the back of the State House. Proceed to the guard booth and have picture ID ready to gain access to the parking garage.