



222 West State Street Trenton, NJ 08608  
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Michael F. Cerra, Executive Director | Loretta Buckelew, Assistant Executive Director

August 31, 2022

Dear Municipal Clerk:

**RE: NJLM Annual Conference Ticketed Meal Events Notification**

Enclosed you will find an order form for NJLM Annual Conference ticketed meal events Mayors Lunch Briefing Wednesday, November 16 at 12 Noon, Women in Municipal Government Networking and Award Event Wednesday, November 16 at 5:15 PM, and the League Delegates Luncheon Thursday, November 17 at 12:00 Noon. Seating is limited and each year many delegates unfortunately have been turned away. Do not be disappointed by waiting until the last minute. Tickets are available for advance purchase beginning August 31 and ending October 21.

As a reminder, all League ticketed meal events require a conference badge. The badge registration fee is a separate fee from the ticketed meal event fee. If you have not registered for a conference badge, you can register online by going to [www.njlm.org/Annual\\_Conference](http://www.njlm.org/Annual_Conference).

**MAYORS LUNCH BRIEFING**  
**Wednesday, November 16, 2022**  
**Sheraton Hotel, Atlantic City**  
**Crown Ballroom**  
**12:00 P.M. - 1:45 P.M.**

**Tickets: \$30.00 per person (NO REFUNDS)**

**WOMEN IN MUNICIPAL GOVERNMENT**  
**NETWORKING AND AWARD EVENT**  
**Wednesday, November 16,, 2022**  
**Sheraton Hotel, Atlantic City**  
**Crown Ballroom**  
**5:15 P.M.**

**Tickets: \$35.00 per person (NO REFUNDS)**

**Mayors Lunch Briefing Important Information**

By the action of the League's Executive Board, the Mayors Lunch Briefing tickets are limited to **ONLY** the **Mayor and two (2) guests of the Mayors choosing**. The Mayors and guest(s) names should be on one form.

**LEAGUE DELEGATES LUNCHEON**

**Thursday, November 17, 2022**  
**Sheraton Hotel, Atlantic City**  
**Crown Ballroom**  
**12:00 P.M. - 1:30 P.M.**

**Tickets: \$45.00 per person (NO REFUNDS)**

**WE DO NOT ACCEPT EMAILED OR FAXED CONFERENCE REGISTRATION DOCUMENTS. CONFERENCE REGISTRATION DOCUMENTS RECEIVED IN THIS MANNER WILL NOT BE ACKNOWLEDGE OR PROCESSED.** Refunds and cancellations are not guaranteed once an order is processed.

Please use the enclosed order form to register. If an event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds.

Sincerely,

Michael F. Cerra  
Executive Director

MFC/mlk Enclosure



# NJLM TICKETED EVENT ORDER & CERTIFICATION FORM

- ✓ MAKE ALL CHECKS PAYABLE TO: **NJLM, ATTN: FINANCE DEPARTMENT, 222 WEST STATE STREET, TRENTON, NJ 08608**
- ✓ IF REGISTERING BY A PURCHASE ORDER, THE CERTIFICATION BY APPROVAL OFFICIAL SECTION MUST BE COMPLETED IN ITS ENTIRETY. MAIL FORM WITH PURCHASE ORDER IF SIGNATURE IS REQUIRED, OTHERWISE MAIL THE FORM WITH A CHECK OR MONEY ORDER.
- ✓ IF AN EVENT IS CANCELLED BY NJLM, REGISTRATION FEES FOR THAT EVENT WILL BE REFUNDED IN FULL. MODIFICATION OF EVENTS WILL NOT BE CAUSE FOR REFUNDS. REFUNDS AND CANCELLATIONS ARE NOT GUARANTEED ONCE AN ORDER IS PROCESSED.
- ✓ A NJLM CONFERENCE BADGE IS REQUIRED TO ATTEND A NJLM TICKETED EVENT. (*TICKETED EVENT FEES ARE SEPARATE FROM A CONFERENCE BADGE REGISTRATION FEE*).
- ✓ TICKETS ARE AVAILABLE FOR ADVANCE PURCHASE BEGINNING AUGUST 31 AND ENDING OCTOBER 21. PLEASE PRINT OR TYPE, ILLEGIBLE FORMS WILL BE RETURNED UNPROCESSED. CONFIRMATIONS AND TICKETS WILL ONLY BE MAILED TO THE KEY CONTACT BEGINNING OCTOBER 31.
- ✓ **WE DO NOT ACCEPT ORDERS BY FAX OR EMAIL. COMPLETE FORM AND MAIL TO THE LEAGUE OFFICE, NJLM, 222 WEST STATE STREET, TRENTON NJ, 08608**

ORGANIZATION \_\_\_\_\_ TWP/BORO/ETC. \_\_\_\_\_ COUNTY \_\_\_\_\_

KEY CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ EMAIL \_\_\_\_\_

**MAYORS LUNCH BRIEFING**

**Wednesday, November 16, 2022**  
**Sheraton Hotel, Atlantic City**  
**Crown Ballroom**  
**12:00 P.M. - 1:45 P.M.**  
**Tickets: \$30.00 per person**

**Mayors Lunch Briefing Important Info.**  
 By the action of the League's Executive Board, the Mayors Lunch Briefing tickets are limited to **ONLY the Mayor and two (2) guests of the Mayor's choosing.**

**MAYORS LUNCH BRIEFING**

*\*Important: By the action of the League's Executive Board, the Mayors Lunch Briefing tickets are limited to the **Mayor and two (2) guests.***  
**REGISTRANTS (ONLY THREE (3) ALLOWED AT THIS EVENT)**

REGISTRANTS	TITLE
1. _____	<b>MAYOR</b> <input type="checkbox"/> <i>Check if the Mayor is not attending</i> <i>(If this is not the Mayor, add title and check box to the right; #1 Authorized by the Mayor)</i>
2. _____	<i># 2 Authorized by the Mayor</i>
3. _____	<i>#3 Authorized by the Mayor</i>

QTY \_\_\_\_\_ X COST \$30 = TOTAL \$ \_\_\_\_\_

**MAYOR & TWO GUESTS ONLY**

**WOMEN IN MUNICIPAL GOVERNMENT NETWORKING AND AWARDS EVENT**

**Wednesday, November 16, 2022**  
**Sheraton Hotel, Atlantic City**  
**Crown Ballroom**  
**5:15 P.M.**  
**Tickets: \$35.00 per person**

**WOMEN IN MUNICIPAL GOVERNMENT NETWORKING AND AWARDS EVENT**

REGISTRANTS	TITLE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

QTY \_\_\_\_\_ X COST \$35 = TOTAL \$ \_\_\_\_\_

*Check here if you have attached additional names/titles for this event*

**LEAGUE DELEGATE'S LUNCHEON**

**Thursday, November 17, 2022**  
**Sheraton Hotel, Atlantic City**  
**Crown Ballroom**  
**12:00 P.M. - 1:30 P.M.**  
**Tickets: \$45.00 per person**

**LEAGUE DELEGATE'S LUNCHEON**

QTY \_\_\_\_\_ X COST \$45 = TOTAL \$ \_\_\_\_\_

**ORDER GRAND TOTAL**  
*Add all order totals together and enter below*

**\$** \_\_\_\_\_

**CONFIRMATIONS AND TICKETS WILL BE MAILED TO THE KEY CONTACT ONLY**

### CLAIMANT'S CERTIFICATION DECLARATION

I do solemnly declare and certify under the penalties of the Law that the order statement is correct in all its particular; that the materials/articles will be furnished or services to be 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 herein stated is justly due and owing; and that the amount charged is reasonable one. **Federal ID#: 21-6000935**

MICHAEL F. CERRA EXECUTIVE DIRECTOR

Signature:

Date: 8/31/2022

This form was approved by the Local Finance Board and meets the requirements for certification of performance of service. Since the Local Finance Board has approved this form your purchase order/ voucher for separate signature is not required unless your municipality requires original signature. Please note, for tracking inquires on this order please insert valid purchase order # where indicated within the certification section or check # within the check registration section.

### REGISTRATION OPTIONS:

*Please do not fax or email, we need original form and document with original signature where applicable*  
**\*IF REGISTERING BY PURCHASE ORDER THIS SECTION 1 MUST BE FILLED OUT IN ITS ENTIRETY, SIGNATURE REQUIRED OR THIS ORDER WILL BE RETURNED UNPROCESSED**  
**CERTIFICATION BY APPROVAL OFFICIAL**

**1. Purchase Order or Voucher Registration** I certify that I am authorized to place this order and declare that this order statement is correct, and that sufficient funds are available to satisfy this claim.

Payment shall be chargeable to Appropriation Acct \_\_\_\_\_ Valid PO# \_\_\_\_\_

Order Total \$ \_\_\_\_\_ Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ (required) Date \_\_\_\_\_

**2. Check Registration, Enclosed is Check/Money Order#** \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ Date \_\_\_\_\_