



222 West State Street Trenton, NJ 08608

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

Michael F. Cerra, Executive Director | Loretta Buckelew, Assistant Executive Director

August 31, 2021

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 Mayor’s Box Luncheon Wednesday, November 17 at 12 Noon, Women in Municipal Government Networking and Award Event Wednesday, November 17 at 5:15 PM, and the League Delegates Luncheon Thursday, November 18 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.

All tickets ordered will be mailed on October 31, 2021. 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.

ANNUAL MAYOR’S BOX LUNCHEON

Wednesday, November 17, 2021

Sheraton Hotel, Atlantic City

Crown Ballroom

12:00 P.M. - 1:45 P.M.

Tickets: \$25.00 per person (NO REFUNDS)

Mayor’s Box Luncheon Important Information

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

WOMEN IN MUNICIPAL GOVERNMENT NETWORKING AND AWARD EVENT

Wednesday, November 17, 2021

Sheraton Hotel, Atlantic City

Pearl Ballroom

5:15 P.M.

Tickets: \$30.00 per person (NO REFUNDS)

LEAGUE DELEGATES LUNCHEON

Thursday, November 18, 2021

Sheraton Hotel, Atlantic City

Crown Ballroom

12:00 P.M. - 1:30 P.M.

Tickets: \$40.00 per person (NO REFUNDS)

WE DO NOT ACCEPT FAXES OR EMAILS. PLEASE MAIL THE ENCLOSED FORM BACK TO THE LEAGUE OFFICE.

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 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 FUNCTION. (Ticketed event fees are separate from conference badge registration fee)
- ✓ CONFIRMATIONS AND TICKETS WILL ONLY BE SENT TO THE KEY CONTACT.
- ✓ PLEASE PRINT OR TYPE, ILLEGIBLE FORMS WILL BE RETURNED UNPROCESSED.
- ✓ IN ORDER TO PROCESS THIS FORM: The certification by approval official section must be completed in its entirety and accompanied by a purchase order if original signature is required or a check.
- ✓ **WE DO NOT ACCEPT FAXES OR EMAILS. PLEASE PRINT COMPLETED 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 _____

<p>29th ANNUAL MAYOR'S BOX LUNCHEON</p> <p>Wednesday, November 17, 2021 Sheraton Hotel, Atlantic City Crown Ballroom 12:00 P.M. - 1:45 P.M. Tickets: \$25.00 per person</p> <p><u>Mayor's Box Luncheon Important Info.</u> By the action of the League's Executive Board, the Mayor's Box Luncheon tickets are limited to ONLY the Mayor and two (2) guests of the Mayors' choosing.</p>	<p style="text-align: center;">MAYOR'S BOX LUNCHEON</p> <p><small>*Important: By the action of the League's Executive Board, the Mayor's Box Luncheon tickets are limited to the Mayor and two (2) guests.</small></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">REGISTRANTS (ONLY THREE (3) ALLOWED AT THIS EVENT)</th> <th style="text-align: left; border-bottom: 1px solid black;">TITLE</th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>MAYOR <input type="checkbox"/> <small>Check if the Mayor is not attending</small></td> </tr> <tr> <td colspan="2" style="text-align: center;"><small>(If this is not the Mayor, add title and check box to the right; #1 Authorized by the Mayor)</small></td> </tr> <tr> <td>2. _____</td> <td>_____</td> </tr> <tr> <td colspan="2" style="text-align: center;"><small># 2 Authorized by the Mayor</small></td> </tr> <tr> <td>3. _____</td> <td>_____</td> </tr> <tr> <td colspan="2" style="text-align: center;"><small>#3 Authorized by the Mayor</small></td> </tr> </tbody> </table> <p style="text-align: right; border: 1px solid black; padding: 5px; display: inline-block;">MAYOR & TWO GUESTS ONLY</p> <p>QTY _____ X COST \$25 = TOTAL \$ _____</p>	REGISTRANTS (ONLY THREE (3) ALLOWED AT THIS EVENT)	TITLE	1. _____	MAYOR <input type="checkbox"/> <small>Check if the Mayor is not attending</small>	<small>(If this is not the Mayor, add title and check box to the right; #1 Authorized by the Mayor)</small>		2. _____	_____	<small># 2 Authorized by the Mayor</small>		3. _____	_____	<small>#3 Authorized by the Mayor</small>	
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<p>WOMEN IN MUNICIPAL GOVERNMENT NETWORKING AND AWARD EVENT</p> <p>Wednesday, November 17, 2021 Sheraton Hotel, Atlantic City Pearl Ballroom 5:15 P.M. Tickets: \$30.00 per person</p>	<p style="text-align: center;">WOMEN IN MUNICIPAL GOVERNMENT NETWORKING AND AWARD EVENT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">REGISTRANTS</th> <th style="text-align: left; border-bottom: 1px solid black;">TITLE</th> </tr> </thead> <tbody> <tr><td>1. _____</td><td>_____</td></tr> <tr><td>2. _____</td><td>_____</td></tr> <tr><td>3. _____</td><td>_____</td></tr> <tr><td>4. _____</td><td>_____</td></tr> <tr><td>5. _____</td><td>_____</td></tr> </tbody> </table> <p style="text-align: right;"><small>Check here if you have attached additional names/titles for this event</small></p> <p>QTY _____ X COST \$30 = TOTAL \$ _____</p>	REGISTRANTS	TITLE	1. _____	_____	2. _____	_____	3. _____	_____	4. _____	_____	5. _____	_____
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<p>LEAGUE DELEGATE'S LUNCHEON</p> <p>Thursday, November 18, 2021 Sheraton Hotel, Atlantic City Crown Ballroom 12:00 P.M. - 1:30 P.M. Tickets: \$40.00 per person</p>	<p style="text-align: center;">LEAGUE DELEGATE'S LUNCHEON</p> <p>QTY _____ X COST \$40 = TOTAL \$ _____</p>	<p style="text-align: center;">ORDER GRAND TOTAL</p> <p style="text-align: center;"><small>Add all order totals together and enter below</small></p> <p style="text-align: center;">\$ _____</p> <p style="text-align: center;">CONFIRMATIONS AND TICKETS WILL BE MAILED TO THE KEY CONTACT ONLY</p>
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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: 8/31/2021

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.

PAYMENT OPTIONS

***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(s) _____ Using Valid PO # _____

Order Total \$ _____ Print Name _____ Title _____

Signature _____ (required) Date _____

Please do not fax or email, we need original form and document with original signature where applicable

2. Check Registration Enclosed is Check # _____ in the amount of \$ _____ Date _____