

2012 Training School and Annual Meeting

February 19 - 22, 2012

INSTRUCTIONS

For Registration/Reservations

IMPORTANT... PLEASE READ

****New In 2012: Location
Change for Justice/Court Clerk
Sessions. Classes will be held at
the Hilton NY****

We encourage you to take advantage of the online meeting registration and hotel reservation links on our Web site: www.nytowns.org. You may register online beginning Nov. 1, 2011.
Visa & Master Card Only accepted for

*The Following Information is for
Manual Paper Registration Only!*

#1. Completely fill in name, title, municipality, county, day phone, fax number and email address. (If you want a room confirmation)

#2. Completely fill in names of other occupants in your room and their titles. (Including spouses and/or children)

#3. Do you have special requirements?
Please make sure you fill in this box in order to be accommodated.

#4. Check which hotel you prefer.
Check the accommodations you want.
Fill in arrival and departure dates.

#5. Fill in credit card information. Make sure you sign the form, OR attach a town check made out to the appropriate hotel for one night's deposit for each room requested. NO VOUCHERS are accepted for one night's deposit. Final payment may be made by voucher.

#6. Make out a check for registration in the appropriate amount to "Association of Towns." Vouchers will not be accepted.

#7. Mail form, registration check and check for one night's deposit made out to the appropriate hotel (unless you filled in credit card info) to ASSOCIATION OF TOWNS, 150 STATE STREET, ALBANY, NY 12207.

EARLY PRE-REGISTRATION:

\$100 per Town Officer/Government Official/non-Exhibitor before Jan. 23, 2012.

There will be no exceptions. After Jan. 23, 2012, all registrations will be processed on-site at the cost of \$135. (This date is different from cut-off dates for hotel reservations.)

ON-SITE REGISTRATION (after Jan. 23, 2012): \$135 per person for registration and will be done at the On-Site Registration Area at the Hilton New York. **** PLEASE NOTE: NO credit cards will be accepted for payment.****

• HOTEL RESERVATIONS • (Please Read Carefully)

All room reservations must be guaranteed by a credit card or town check for one night's deposit. ****Please note FOR THE HILTON ONLY that a one-night deposit will be charged to your credit card immediately upon making your reservation.** Room cancellations within 72 hours of reservation date and "No Shows" will result in a penalty of one night's room charge. If two or more officials are rooming together, pre-registration checks must be mailed with the one form and each person's name must be on that form. All reservations will be confirmed by the hotels. Blocks of rooms, or rooms without names, cannot be reserved for a town. All registration/reservation forms must be forwarded to the Association of Towns along with the \$100 pre-registration check. No room reservations can be made without pre-registration being paid.

~ CHECK-IN TIME AT ALL HOTELS IS 3 PM ~

• **HOTEL RESERVATION CUT-OFF DATES.** •

Hilton New York - Jan. 19, 2012
(Parking \$51/day; \$10 more for SUV)

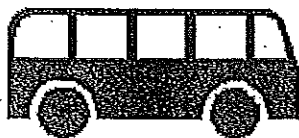
Sheraton NY Hotel - Jan. 21, 2012
(Parking \$47/day - Subject to change)

Vouchers will be accepted at all hotels for final payment.

• **SPECIAL NOTES** •

TUESDAY Morning "Breakfast with the Association" is included with each registration. Additional breakfast tickets can be purchased at the Association's registration desk.

CANCELLATIONS: must be postmarked or faxed to the Association of Towns by 5 p.m. on Monday, Feb. 6, 2012 for a refund to be made. **ALL CANCELLATIONS WILL BE CHARGED A \$10 PROCESSING FEE.** When canceling, each person is responsible for canceling his/her own hotel reservation. You must have a confirmation number to cancel.



**Procedures for Bus
Groups Attending the
2012 Annual Meeting**

If you have 8 or more people in your group, you must follow the group reservation procedure for the Hilton New York and Sheraton New York & Towers.

All of the hotels have alerted us to the fact that cots or extra beds cannot be provided. It is against fire regulations in New York City.

The hotels will try to reserve all the rooms listed on the Group Reservation Forms on the same or consecutive floors to keep your group together. Please note that the hotels do not guarantee such arrangements.

To help expedite your group's arrival, please use these steps:

1 - Advise the hotel of your estimated time of arrival.

NOTE: check-in time is 3 p.m. at all hotels. Due to heavy check-out on the Sunday of our arrival, there is little chance of an early check-in.

2 - Instruct your transportation (bus, mini-bus, or taxi groups) to arrive:

Sheraton: on 53rd Street at the Sheraton New York's side entrance.

Hilton: on 54th Street Entrance across from the Ziegfeld

3 - If you are delayed and will not arrive at the scheduled time, hotels may not have personnel curb side to meet your group. In this case, please instruct the group to wait on the bus while the group director goes to the hotel lobby and advises the Bell Captain of your arrival.

*Please call 800-Hiltons (445-8667) to confirm sleeping room accommodations.

**Please Note the Following General Rules
for All Hotel Lobbies**

- No Eating of any kind is permitted in or around the Lobby.
- Congregating in large groups must take place away from the guest elevators and/or the Reception Desk during busy times.
- For all groups there is a mandatory baggage handling charge:
 - Sheraton: \$7.26 per bag/per person/round trip
 - Hilton: \$14.96/per person/2 bags/round trip
- The baggage handling fee must be paid prior to arrival either by credit card or by check. When paying by check, please note that payment must be received 10 days prior to arrival. Checks should be mailed to the attention of your Convention Services Manager (made out to the appropriate hotel):

Sheraton: James Filtz, Convention Manager
Sheraton New York
811 7th Avenue
New York, NY 10019
212-841-6549
Fax: 212-489-9511

Hilton: Cynthia Guerrero, Sr. Event Manager
Hilton New York
1335 Avenue of the Americas
New York, New York 10019
212-261-5981
Fax: 212-261-5921

The number of bags will be verified upon arrival and excess baggage will be charged to the guest's room. If we cannot charge the guest room, the group director will be contacted and be responsible for settling these charges.

CHECK-IN:

Check in time at the Hotels is 3 p.m., so please schedule your arrival accordingly. The hotels will make every attempt to accommodate early arrivals; however, rooms may not be ready in which case your group's luggage will be stored on a comp basis until the rooms can be assigned. If you require bellmen to assist with the delivery of your bags from the storage area to your rooms, they will be happy to do so.

CHECK-OUT:

Check-out Time is 12 p.m. at all hotels. They cannot grant late check-out due to occupancy.

Bag Pull: Please indicate on your sheets if you wish to schedule a bag pull. This information must be provided to the hotel one week prior to the group's arrival.

Once a bag pull has been scheduled (normally baggage pick-up is scheduled one hour prior to bus departure), it is the responsibility of the group director to instruct each group member to leave their packed luggage *inside* their room at least 15 minutes prior to the scheduled bag pull time. Please note that all luggage should be labeled.

IMPORTANT INFORMATION REGARDING YOUR GROUP'S STAY:

Each group director is responsible for the behavior of the individual group members. The following will not be accepted, and may result in dismissal from the hotel:

- ▶ **EXCESSIVE NOISE** in guest rooms or in public areas including guest room corridors, Food & Beverage outlets and/or Meeting room floors.
- ▶ **PHYSICAL DAMAGE** to the Hotel Property.
- ▶ **ENDANGERING** Hotel guests or group members.
- ▶ **REMOVING** any Hotel property from guest rooms or Hotel areas.

PLEASE NOTE THE **FOLLOWING LOCATION** **CHANGE FOR JUSTICE &** **COURT CLERK CLASSES**

NEW IN 2012

Justice and Court Clerk Sessions will be held in the Hilton NY at 1335 Avenue of the Americas, NYC.

10% DISCOUNT with AMTRAK



AMTRAK Discount

Amtrak offers a 10% discount off the lowest available fare to (New York, NY) between Feb. 16, 2012 and Feb. 23, 2012. Travel dates are approved three days prior to the convention start date and three days following the last day of the meeting. To book your reservation call Amtrak at 1-800-872-7245 or contact your local travel agent. Conventions cannot be booked via Internet. Please be sure to refer to Association of Towns Annual Meeting Convention Fares Code (X29H-931) when making your reservation. This offer is not valid on Auto Train. Fare is valid on Metroliner and Acela service for all departures seven days a week, except for holiday blackouts. Offer valid with Sleepers, Business Class or First Class seats with payment of the full applicable accommodations charges.

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Reservation Information for Hotel Accommodations

We encourage you to register for the meeting and make room reservations online through our Web site: www.nytowns.org and follow the links.

We have contracted with the hotels listed below for special Training School rates.

Please note the continued low room rates!

In order to secure this block of specially priced sleeping rooms and to keep meeting costs to a minimum, the Association has entered into a contract with the Hilton New York and Sheraton NY & Towers. If you choose to make your sleeping room reservations outside of the Association's group block, such as through an internet reservation system or with a discount coupon, we need to advise you that the Association can suffer significant financial penalties. The Association can be held financially responsible for the attrition or difference between what was promised in the group block and what was actually utilized.

| HOTEL | HILTON NEW YORK | SHERATON NY HOTEL & TOWERS |
|--|---|--|
| ADDRESS | 1335 Avenue of the Americas (6th Ave. & 53rd St.) | 811 7th Avenue (7th Ave. at 52nd St.) |
| CUT-OFF DATE | Jan. 19, 2012 | Jan. 21, 2012 |
| SINGLE | \$249 | \$235 |
| DOUBLE | \$269 | \$235 |
| TRIPLE | \$289 | \$265 |
| QUAD | \$309 | \$295 |
| EXECUTIVE/CLUB | \$269 Single \$309 Triple \$289 Double \$329 Quad Based on Availability* | <u>NOT AVAILABLE</u> |
| SUITES | Singles or Doubles are available Please call 1(800) HILTONS (445-8667) for rates. | 1 Bedroom - Single \$575 1 Bedroom - Double (two people) \$750 |
| *Check-in for the Executive Tower Rooms at the Hilton is in the Main Lobby of the Hotel **Check-in for the Club Tower Rooms at the Sheraton is at the main check-in desk on the lobby level | | |

NOTE: Rooms will be automatically released after the cut-off dates and additional reservations or changes will be subject to availability.

All reservations must be guaranteed by a major credit card. Room cancellations within 72 hours of reservation date and "no-shows" will result in a penalty of one night's room charge.

All hotels are requesting that only credit cards be used for the one night's deposit. They will not be accepting personal checks or vouchers for deposits. Vouchers can be used for check out. ** Please Note: FOR THE HILTON ONLY, a one night deposit will be charged to your credit card immediately upon making your reservation.

QUESTIONS? PLEASE CONTACT MEETING COORDINATOR LINDA SHANNON AT THE ASSOCIATION OFFICES AT 518-465-7933.

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Registration Fee: \$100 per person prior to Jan. 23, 2012

After Jan. 23, 2012, all registrations will be processed on-site at the cost of \$135 per person.

Please send one form for EACH room required.

1 - Please Print or Type

Name _____ Title _____

Municipality _____ County _____

Address _____

(Street or Road, City, State & ZIP)

Daytime Phone () _____

I DO NOT NEED A ROOM

I DO NEED A ROOM: (We encourage you to use the online registration/reservation links at www.nytowns.org)

DO YOU WANT A ROOM CONFIRMATION from the SHERATON: FILL IN YOUR Fax () _____

DO YOU WANT A ROOM CONFIRMATION from the HILTON? FILL IN YOUR EMAIL ADDRESS _____

2 - Other Room Occupants (sharing same room)

Name #2 _____ Title _____

Name #3 _____ Title _____

3 - Special Requirements:

Handicap Accessible _____

Non-Smoking _____

Other _____

4 - Hotel Choice/ Room Type

(Place an X in the box)

Hilton NY

Sheraton

_____ Single (1 person/ 1 bed)

_____ Double (2 people/ 1 bed)

_____ Double/Double (2 people/ 2 beds)

_____ Triple (3 people/ 2 beds)

_____ Quad (4 people/ 2 beds)

_____ 1 Bd Suite

Arrival Date _____ Departure Date _____

Executive Tower Requested _____ Yes _____ No _____

5 - Room Guarantee

All rooms MUST be guaranteed with a credit card.

** Please Note: For the Hilton ONLY, a one-night deposit will be charged to your credit card immediately upon making your reservation. For ALL hotels: room reservations will not be processed without the following information.

Type of card _____

Account # _____

Expiration Date _____

Cardholder's Signature _____

Mail Completed Registration/Reservation Form with the registration fee to:

Association of Towns, 150 State Street, Albany, NY 12207

518-465-7933; Web site: www.nytowns.org

6 - Questions? Contact Meeting Coordinator Linda Shannon at the Association of Towns



Exemption Certificate

Tax on occupancy of hotel rooms

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

| | | | |
|---|-------------------------------|---|-------------|
| Name of hotel, motel, lodging house, etc. | | Dates of occupancy From: / / To: / / | |
| Number and street | City, village, or post office | State | ZIP code |
| <p><i>This is to certify that I, the undersigned, am a representative of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy at the above establishment on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as a representative or employee of that governmental entity.</i></p> | | | |
| Governmental entity (federal, state, or local) | | Agency, department, or division | |
| Employee name (print or type) | Employee title | Employee signature | Date / / |

Instructions for the government representative or employee

If you are on official New York State or federal government business and staying in a hotel or motel:

1. Complete all information requested in the box above.
2. Sign and date this exemption certificate in the box above.
3. Show the operator of the hotel or motel your appropriate and satisfactory identification.
4. Give this completed Form ST-129 to the operator of the establishment.

You may pay your hotel bill with cash, with a personal check or personal credit card, with a government voucher, or with a government credit card.

Please note:

- If, while on official business, you stay at more than one location, you must complete an exemption certificate for each establishment.
- If you are in a group traveling on official business and staying in this particular hotel, each person must complete a separate exemption certificate and give it to the hotel operator.

Caution: Willfully issuing a false or fraudulent certificate with the intent to evade tax is a misdemeanor under section 1817(m) of the Tax Law and section 210.45 of the Penal Law, punishable by a fine of up to \$10,000.

Instructions for the operator of the hotel or motel

Keep this completed Form ST-129, *Exemption Certificate*, as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your establishment. You must keep this exemption certificate for at least three years after the later of: 1) the due date of the last sales tax return to which this exemption certificate applies; or 2) the date when you filed the return.

This exemption certificate is valid if the government employee is paying with:

- Cash.
- A personal check or personal credit card.
- A government voucher.
- A government credit card.

Do not accept this certificate unless the representative or employee presenting it shows appropriate and satisfactory identification.