



REGISTRATION & HOUSING FORM

Boston Convention & Exhibition Center | Nov 28 – Dec. 1, 2012

PLEASE SELECT YOUR REGISTRATION TYPE:

TYPE OF REGISTRANT	By 4/1/12 At CCC	3/12 - 9/15 Early	9/16 - 11/26 Advance	11/27 - 12/1 On-site
<input type="checkbox"/> NLC Member City	\$410	\$460	\$570	\$670
<input type="checkbox"/> Associate Member	\$410	\$460	\$570	\$670
<input type="checkbox"/> SML Member City	\$490	\$580	\$690	\$790
<input type="checkbox"/> Non-Member City	\$535	\$655	\$830	\$930
<input type="checkbox"/> First Time Attendee	\$390	\$390	\$390	\$390
<input type="checkbox"/> Student	\$175	\$175	\$175	\$175
<input type="checkbox"/> Spouse/Guest*	\$95	\$95	\$95	\$95
<input type="checkbox"/> Youth Delegate (15-18)**	\$110	\$110	\$110	\$110
<input type="checkbox"/> Youth Chaperone***	\$110	\$110	\$110	\$110
<input type="checkbox"/> Child (14 and under)	Free	Free	Free	Free

PLEASE CHECK IF YOU ARE

- Newly Elected Official
 First-Time Attendee

PLEASE CHOOSE MUNICIPALITY SIZE:

- Under 30,000
 30,001 – 50,000
 50,001 – 199,999
 200,000 – 500,000
 Over 500,000

Name _____ Gender _____

Title _____ Age _____

City/Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

PLEASE CHECK ALL ADDITIONAL ACTIVITIES THAT YOU WOULD LIKE TO ATTEND. *Charges are in addition to registration fee.*

LEADERSHIP TRAINING SEMINARS

Leadership Training Seminars are only offered to delegates registered for the full conference. Seminar Titles and Descriptions will be available online (www.nlc.org) in June.

WEDNESDAY

- Full Day Seminar \$190
 Half Day Seminars \$125

THURSDAY

- Full Day Seminar \$190
 Half Day Seminars \$125

CONSTITUENCY GROUPS

Constituency group dues or fees can only be paid by fully registered delegates. Spouse, guest and youth registration categories are not eligible for payment of constituency group dues and fees.

Asian Pacific American Municipal Officials (APAMO)

- APAMO Dues/Activities (elected/member city) \$85
 APAMO Dues/Activities (elected/nonmember city) \$100
 APAMO Dues/Activities (supporting/corporate member) \$150

Gay, Lesbian, Bisexual and Transgender Local Officials (GLBTLO)

- GLBLO Dues/Activities \$75

Hispanic Elected Local Officials (HELO)

- HELO Dues/Activities (elected/member city) \$130
 HELO Dues/Activities (elected/nonmember city) \$140
 HELO Dues/Activities (supporting/corporate member) \$155
 HELO Activity Fee (nonmember only) \$75

National Black Caucus of Local Elected Officials (NBC-LEO)

- NBC-LEO Dues/Activities (elected/member city) \$215
 NBC-LEO Dues/Activities (elected/nonmember city) \$240
 NBC-LEO Dues/Activities (supporting member) \$315
 NBC-LEO Membership Luncheon Event (nonmember only) \$85

Women in Municipal Government (WIMG)

- WIMG Dues/Award Luncheon/Activities (elected/member city) \$115
 WIMG Dues/Award Luncheon/Activities (elected/nonmember city) \$125
 WIMG Dues/Award Luncheon/Activities (supporting member) \$145
 WIMG Award Luncheon/Activities (nonmember only) \$145

OFFICE USE ONLY: Payment _____ Check# _____ Amount _____

Registration Cancellation Policy:

All requests must be received in writing, postmarked by November 5, 2012, and are subject to a \$100 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. No registrations or cancellations will be accepted by telephone. No cancellations will be accepted after November 5, 2012.

TOTAL REGISTRATION FEE: \$ _____

FOR MORE INFORMATION: nlcregandhousing@jspargo.com or 888-319-3864 or 703-449-6418

*Spouse/Guest not eligible for a separate hotel room. Fee is NONREFUNDABLE.

**Local officials are encouraged to register youth as active participants in this conference to contribute to NLC's youth agenda. If the youth delegate requires hotel accommodations separate from yours, attach their registration form with your completed form.

***Local Elected City Officials are not eligible for this rate.

HOTEL RESERVATIONS

Name (first and last) _____

You must be registered for the Conference to reserve a hotel room. To guarantee your room, all hotels require one night's deposit plus 14.45% tax (subject to change), 30 days prior to your arrival. This is required even if you plan to arrive before 6:00 p.m. If accommodations are not guaranteed 30 days in advance, the reservation will be canceled.

- Please make my hotel reservation as indicated below.
- I do not require hotel accommodations at any of the hotels listed below.
- Although I am providing information for a standard room now, please contact me regarding suite information.

ROOM DATES:

Arrival Date: _____ Departure Date: _____

ROOM TYPE:

- 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)
- Smoking
- Non-Smoking

Room types cannot be guaranteed but Hotels will attempt to accommodate all requests. *Rates quoted are for single and/or double occupancy. Hotel may charge an additional fee for more than two occupants.

Sharing My Room With (for Hotel Rate and Check In Purposes):

- 1) _____
- 2) _____
- 3) _____

SPECIAL HOUSING REQUEST

(e.g., wheelchair accessible rooms, etc.):

If you have special housing or transportation needs, please contact NLC Meeting Services.

Hotel Choices: Indicate your first-choice hotel with the number "1". Number the other hotels from "2" to "9" in order of preference. Westin Boston Waterfront is the headquarters hotel.

HOTEL	SMOKING PROPERTY?	SGL/DBL
<input type="checkbox"/> Westin Boston Waterfront (headquarter hotel)	No	\$265/\$265
<input type="checkbox"/> Boston Marriott Copley Place	No	\$225/\$225
<input type="checkbox"/> Courtyard Boston Downtown Tremont	No	\$129/\$129
<input type="checkbox"/> Omni Parker House	No	\$249/\$249
<input type="checkbox"/> Renaissance Boston Waterfront Hotel	No	\$240/\$240
<input type="checkbox"/> Seaport Hotel*	No	\$215/\$215
<input type="checkbox"/> Sheraton Boston Hotel	No	\$245/\$245

The Seaport Hotel room rate does not include a \$3.00 Hotel Inclusive Charge per room per night. The Hotel Inclusive Charge is 100% distributed among all Seaport hourly employees, a group that extends beyond "wait staff employees, service employees, and service bartenders" as defined by Massachusetts State Law.

Hotel Deposit Information: All major credit cards with expiration date of 11/12 or later are accepted at the conference hotels. All checks must be submitted to the hotel after October 19 but before November 6 and are subject to approval. Please include your 6 digit REG ID # indicated on the NLC Meeting Services confirmation.

REGISTRATION FEE PAYMENT INFORMATION

- Charge my REGISTRATION FEES to VISA, MasterCard or AMEX listed below
- Check for REGISTRATION FEES made payable to National League of Cities
- Purchase Order for REGISTRATION FEES - copy must be enclosed & payment must be received by October 26, 2012.

HOTEL DEPOSIT PAYMENT INFORMATION:

You must check one of the options below.

- Charge my HOTEL DEPOSIT to the credit card listed below. All major credit cards with expiration date of 11/12 or later are accepted by the NLC official hotels.
- Check for HOTEL DEPOSIT. I understand check deposits for hotel room guarantee is payable to the hotel stated on the NLC confirmation and must be mailed **after October 19, 2012 but before November 6, 2012 and are subject to approval.** Please include your 6-digit REG ID # indicated on the NLC Meeting services confirmation.

Credit Card Authorization: NLC Registration and Housing Services is authorized to use the card below to pay all applicable registration fees and guarantee my hotel reservation. I understand that one night's room charge plus tax will be forfeited if I fail to show up for my assigned housing on the confirmed arrival date unless I have canceled my reservation with the hotel at least 72 hours in advance. I understand that if I do not show at the hotel on my confirmed arrival date, my reservation will not be reinstated for the remainder of the stay unless I instruct the hotel to reinstate my reservation. Reinstated reservations are subject to hotel's availability. Further, I agree to the stated Registration Cancellation policy and I understand upon cancelling my registration I will accrue a \$100.00 non-refundable processing fee.

Visa/MasterCard/AMEX Number _____

Exp. Date _____

Card Holder Name _____

Card Holder Signature _____

Additional Credit Card Authorization: For hotel deposit only if different than the credit card number listed above. (Expiration date must be 11/12 or later, per hotel requirement.)

Visa/MasterCard/AmEx Number _____

Exp. Date _____

Card Holder Name _____

Card Holder Signature _____

RETURN CONFERENCE REGISTRATION AND HOUSING FORM TO:

FAX: 703-631-6288

MAIL:

NLC Registration & Housing Services,

c/o J. Spargo & Associates, Inc.

11208 Waples Mill Road, Suite 112, Fairfax, VA 22030

MAKE A COPY OF THIS FORM FOR YOUR RECORDS

