

2018 Fall Conference Of Townships, Boroughs & Authorities

September 27-30, 2018 - Seven Springs Mountain Resort
Autumn Fest Kick-Off Weekend at Seven Springs!

Conference Registration

Full conference	\$200
One day (Friday or Saturday)	\$100

Food & Lodging Packages

* All prices include taxes and gratuities * Condominiums subject to a higher lodging rate

Plan A – 3 Nights	Cost
*Note – Plan A receives lodge booking priority	\$635 first person / \$248 second person
Thursday Night Lodging – check-in begins at 3 p.m.	Dinner
Friday Night Lodging	Breakfast, Lunch and Dinner
Saturday Night Lodging	Breakfast, Lunch and Dinner
Sunday Morning check-out at 11a.m.	Breakfast

Plan B – 2 Nights	Cost
	\$435 first person / \$156 second person
Day 1- Thursday <u>OR</u> Friday Night Lodging – check-in begins at 3 p.m.	Dinner
Day 2 - Friday <u>OR</u> Saturday Night Lodging	Breakfast, Lunch and Dinner
Day 3 - check-out at 11a.m.	Breakfast

Plan C – 1 Night	Cost
	\$228 first person / \$72 second person
Day 1- Thursday <u>OR</u> Friday <u>OR</u> Saturday Night Lodging – check-in begins at 3 p.m.	Dinner
Day 2 – check-out at 11a.m.	Breakfast

Questions?
We are happy to help!
Call 412-261-2521

Ways to Register

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Option 1 – (Preferred)

Conference & Hotel Online

Visit www.alleghenyleague.org/ and click the “Events” tab followed by the “Conferences” tab. Proceed to register for Fall Conference Admission.

After AC&WPATC receives your conference registrations we will send you a link to access Seven Springs Food and Lodging plan reservations. *credit card required

Option 2

Conference & Hotel via US Mail

Complete pages 2 (1 per municipality) and 3 (1 per guest room) of this packet. Mail to AC&WPATC with two separate checks:

- 1) Payable to AC&WPATC for the total conference registration for all delegates
- 2) Payable to Seven Springs with \$100 deposits for each guest room

Option 3

Combination of Mail & Online

If you wish to register for the conference by mail and subsequently make hotel reservations online, or if you wish to add additional guests later, AC&WPATC will be happy to accommodate your needs.

Please note, the link to reserve food and lodging plans online is only provided after AC&WPATC receives conference admission paperwork/payment.

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Municipality Summary Form - Please respond by September 18, 2018

We encourage you to register online if possible to allow for a faster and easier process. Visit www.alleghenyleague.org and click our "events" tab followed by the "conferences" tab.

Otherwise, the below form (page 2) is intended to summarize the entire municipality's attendance. We ask that you please complete one copy of page 2 on behalf of the municipality. Page 3 must be completed individually for each guest room reservation. Make additional copies if necessary.

Municipality or Organization: _____

Contact Name and Position Title: _____

Email address: _____ Phone: _____

(confirmations and reminders will be sent via email)

Total Individual Conference Registration

Conference registration is required by elected officials or other municipal representatives to attend the educational sessions and conference entertainment. Spouses do not need to pay for conference registration.

<u>Admission Type</u>	<u># of people</u>	<u>Total \$</u>
Full Conference - \$200/ person		
One Day - \$100/ person Friday or Saturday Only		

Guest Names

attach additional sheets if necessary

Delegate Name	Spouse/Guest (if applicable)	Delegate Name	Spouse/Guest (if applicable)
1.		4.	
2.		5.	
3.		6.	

Payment

Please be sure to include:

_____ One check payable to AC&WPATC Enclosed for Conference Registration

_____ One check payable to Seven Springs Enclosed for Food and Lodging Packages

**** All cancellations regardless of date are subject to a \$20 administrative fee.**

****Cancellations made less than 14 days prior to the event are not guaranteed a refund.**

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Food & Lodging Reservation Form

1 form required per guest room. If guest does not require lodging, this form is not required.

You may also phone in your food and lodging reservation by calling the Reservations Office of Seven Springs at 1-866-437-1300. **Cancellations made less than 14 days in advance of the event will forfeit their Seven Springs deposit.**

Please respond by September 18, 2018

Name of person in room: _____

Spouse/Guest Name (if attending): _____

Municipality or Organization: _____

Mailing address: _____

Email address: _____ Phone: _____

(confirmations and reminders will be sent via email)

Package selection (A, B, or C from page 1): _____

Arrival date: _____ Departure date: _____

Total # in party: _____ Total requiring conference admission: _____

of children attending (if applicable): _____ Do you require a family room: yes no

Special accommodations or requests: _____

Every effort will be made to accommodate special lodging requests. However, AC&WPATC and Seven Springs **will not guarantee special requests**. Rooms are assigned on a first-come first-served basis.

Payment: Don't forget that you can register online by visiting www.alleghenyleague.org and clicking the "Events" tab and then the "Conferences" tab!