

2018 Fall Conference of Townships, Boroughs & Authorities

September 27-30, 2018 - Seven Springs Mountain Resort

Autumn Fest Kick-Off Weekend at Seven Springs!

Food and 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 OR Friday Night Lodging – check-in begins at 3 p.m.	Dinner
Day 2 - Friday OR 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 OR Friday OR Saturday Night Lodging – check-in begins at 3 p.m.	Dinner
Day 2 – check-out at 11a.m.	Breakfast and Lunch

Plan D – Lodging Only (no meals included)	Cost
	\$149 per night plus tax

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 3 (1 per organization) and 4 (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 that the link to reserve food and lodging plans online is only provided after conference admission paperwork/payment is received.

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Vendor/Sponsor Options Please respond by September 13, 2018

Sponsorships:

<u>Name/Price</u>	<u>Benefits</u>
Gold Sponsor \$1,000	Logo on our conference gift, signage with company name throughout the Conference, full page ad in program, company name displayed on a power point presentation during entire Conference.
Silver Sponsor \$500	Sponsorship of educational or spousal programs with signage with company name at the events, signage with company name throughout the Conference, company name displayed on a power point presentation during the entire Conference.
Bronze Sponsorship \$250	Signage with your company name and logo throughout the Conference, your name displayed on a power point presentation during the entire Conference.

Advertisements:

Ads will appear in black & white

<u>Size</u>	<u>Cost</u>
Full Page – 5” x 8”	\$300
Half Page – 5” x 4”	\$200
Business card – 3.5” x 2”	\$100

- Ads must be received electronically no later than September 13 to appear in booklet. Please send to crystal@alleghenyleague.org
- Files should be in PDF or JPG file format. Files received in other formats (Word, hard copy, etc.) cannot be guaranteed for quality when printed.

Exhibit Booths:

- Cost -\$350 per booth - Exhibitors are entitled to admission to all of the Fall Conference educational sessions.
- Set up time: Thursday, September 27 – 2p.m. – 5p.m.
- Exhibiting Hours Friday, September 28 - 8am.- 6p.m. and Saturday, September 29 – 8a.m. – 12p.m
OPTIONAL - Thursday, September 27 – 5p.m. – 8p.m.
Exhibiting takes place in the Grand Ballroom. Please note that no meals are included and must be purchased separately.
- **If electricity is required** for your booth – please complete the electricity hook-up form and return with payment/registration.
Electricity costs are payable to Seven Springs.

Hospitality Suites:

- Cost -\$150 entitles sponsor to advertisement of suite in program book and does not include room reservation, food or beverage.
- If interested in a hospitality suite, please call Crystal at the ALOM office for more details – 412-261-2521

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Vendor/Sponsor Summary Form – Please respond by September 13, 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 3) is intended to summarize the entire Vendor/Sponsor’s participation. Page 4 must be completed individually for each guest room reservation.

Company Name: _____

Contact Name and Position Title: _____

Email address: _____ Phone: _____

(confirmations and reminders will be sent via email)

Participation Options (please select all that apply)

<u>Option/Cost</u>	<u>Selection/s</u>	<u>Option/Cost</u>	<u>Selection/s</u>
Sponsorship and Level (select from the top of page 2)		Full Page Ad – 5x8 - \$300	
Exhibit Booth - \$350		Half Page Ad – 5x4 - \$200	
Hospitality Room - \$150 Hospitality rooms <u>cannot</u> be reserved online		Business Card Ad – 3.5x2 - \$100	
All artwork will appear in black & white - Please respond no later than September 13, 2018			

All artwork and ad files due in pdf or jpg files no later than September 13 in order to appear in print. Please email to crystal@alleghenyleague.org

Guest Names (please attach additional sheets if necessary)

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

Payment

Please be sure to include:

_____ One check to AC&WPATC Enclosed for Conference Sponsorship/Support

_____ One check 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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Guest Room Reservation Form

1 form required per guest room. If guest does not require lodging, this form can be discarded.

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 deposit.**

Please respond by September 13, 2018

Name of person in room: _____

Spouse/Guest Name (if attending): _____

Company Name: _____

Mailing address: _____

Email address: _____ Phone: _____

(confirmations and reminders will be sent via email)

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

Arrival date: _____ Departure date: _____

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

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

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!