

# 2021 Fall Conference Of Townships, Boroughs & Authorities

**October 15-17 - Erie Bayfront Convention Center**

The AC&WPATC is thrilled to present to you the enclosed materials for the 2021 AC&WPATC Fall Conference, and are pleased to be returning to the beautiful Erie Bayfront.

However, with this new venue come some very important distinctions in processing conference registration and lodging accommodations. **Please take the time to read this information, and feel welcome to call our office for clarification or with any questions. Municipal Staff- please share this information with those attending the conference.**

## **Important Changes accompanying this new venue:**

- **Food and Lodging are separate costs and separate payments.**

Unlike the past, the new venue **does NOT bill hotel rooms and food together as one charge.** The hotel lodging ONLY is payable to the Sheraton. The remainder of costs, which include conference registration and meals, are payable to the AC&WPATC.

- **Online and Phone hotel reservations are required.**

The Sheraton is not equipped to handle paper hotel reservations. Although a credit card is required to reserve hotel rooms, credit cards taken at the time of reservation are not charged, they are only held.

The only time a credit card given at the time a reservation is made would be charged, is if someone “no called, no showed” or canceled their room less than 48 hours in advance.

Although a credit card is required at the time of hotel reservation, it is not charged and is merely held. Municipalities can still pre-pay their total hotel costs by sending a check for the total amount of lodging to the AC&WPATC Office after the initial reservation has been completed. Please see page 3 of the enclosed packet for more information.

- **Use Driving Directions to the Erie Bayfront Sheraton, not the Erie Bayfront Convention Center.**

The Sheraton and the Convention Center are connected through a sky bridge. However, please be sure to put the Sheraton address in your GPS device because the Convention Center parking facility is across the Bay, and you will not be able to cart your luggage if you park in the Convention Center area. **55 West Bay Drive - Erie, PA 16507**

- **Please make sure your attendees know that the AC&WPATC Guests are at the Sheraton.** Not the Marriott which is also adjacent to the Convention Center.

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## Conference Registration

Includes registration materials, programming & hospitality entry - Payable to the AC&WPATC

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

## Food Plans

Payable to the AC&WPATC

**Plan 2 - 2 Night Conference Food Plan - 5 Meals = \$250 per person**

Friday Dinner - Saturday Breakfast, Lunch and Dinner - Sunday Breakfast

**Plan 1 - 1 Night Conference Food Plan - 3 Meals = \$140 per person**

Saturday Lunch and Dinner - Sunday Breakfast

**\*\*Please note the food price is per person and is the same for registrants and their guests/spouses**

## Lodging

Does **NOT** include food – payable to Sheraton Erie Bayfront

Block Rate Hotel Room Cost Per Night - \$155.00

**After Taxes and Fees Total Per Night - \$175.15 per night**

2-night Lodging Total: \$350.30    1-night Lodging Total: \$175.15

## Ways to Register

### **Option 1 – (Strongly Recommended) – Conference Online & Hotel Online or by Phone**

Visit [www.alleghenyleague.org/](http://www.alleghenyleague.org/) and click the “AC&WPATC Fall Conference” link on the lower left-hand side. Proceed to register for the Fall Conference. A credit card is required. After AC&WPATC receives your conference registrations we will send you a link to access the Sheraton Room Reservations. You may also call in your hotel reservations to 814-454-2005. A credit card is required to reserve hotel rooms this way, but is not charged at time of reservation.

### **Option 2 - Combination of Mail & Online or Phone**

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

Please feel welcome to complete page 2 of this packet and mail it to our office with a check payable to the AC&WPATC in order to register your guests for the conference. You can then call our office at 412-261-2521 to request the online hotel block link be sent to you, or you can call the Sheraton directly to make reservations at 814-454-2005. A credit card is required to reserve hotel rooms this way, but is not charged at time of reservation.

*Although a credit card is required at the time of hotel reservation, it is not charged and is merely held. Municipalities can still pre-pay their total hotel costs by sending a check for the total amount of lodging to the AC&WPATC Office after the initial reservation has been completed. Please see page 3 for more information.*

### **2021 Conference Gift!**

On Saturday, October 16 all

Conference attendees are welcome to join the AC&WPATC for a free afternoon cruise upon the Victorian Princess. Complete with hors d'oeuvres and refreshments!

*More information will be provided after registrations are completed as well as in registration packets at conference registration.*

*Questions?*

*We are happy to help! Call 412-261-2521*

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## Municipality Summary Form - Please respond by October 1, 2021

We encourage you to register online. Visit <https://alleghenyleague.org/acwpatc/>.

Otherwise, this page is intended to summarize the entire municipality's attendance. We ask that you please complete one copy of this page on behalf of the entire municipality.

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. Attach additional sheets if necessary.

An example has been provided below in red text.

	Delegate Name	Reg Type (full or one day)	Reg Cost	Food Plan Selection	Food Plan cost	Guest/Spouse Name (if attending)	Guest Food Plan	Guest Food Plan cost	Total Owed to AC&WPATC
1									
2									
3									
4									
5									
	<i>Example: Jane Smith</i>	<i>Full</i>	<i>\$200</i>	<i>Plan 2</i>	<i>\$250</i>	<i>Jack Smith</i>	<i>Plan 2</i>	<i>\$250</i>	<i>\$700</i>
	<b>Totals</b> <i>please total highlighted columns</i>								

**Payment for Conference Registration and Food Plans can be made via check to the AC&WPATC. Registration and Food can be on the same check, and all registrants can be combined into one payment. Please send this form along with a check to:**

**AC&WPATC Fall Conference  
810 River Avenue, Suite 110  
Pittsburgh, PA 15212**

*\*\* 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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## Lodging Information

**We strongly encourage you to make your lodging reservation via online or phone options.** The Sheraton is best equipped to process phone and online options and to provide customer service through these methods. Call 814-454-2005.

Although a credit card is required for online and phone hotel reservations, credit cards taken at the time of reservation are not charged, they are only held unless no other payment method is provided at time of check in. **The only time a credit card would be charged, is if someone “no called, no showed” or canceled their room less than 48 hours in advance.**

If you have no way of reserving hotel accommodations online or by phone, please call the AC&WPATC Office and ask for alternative options. 412-261-2521

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*Used to Pre-Paying  
by Check?*

If your municipality would like to pre-pay for the entirety of the lodging costs for your guests, please contact our office to discuss the accommodation of this special circumstance. 412-261-2521

*\*note – reservation with a credit card still required*