2020 Annual Meeting & Training School

February 16 - 19, 2020
New York Marriott Marquis
New York, NY

Registration & Hotel Information

Learn. Network. Get Certified.

AT A GLANCE

• Registration Deadlines

1. **Early-bird** registration rates are available from Nov. 1, 2019 - Jan. 24, 2020. Registration rates increase Jan. 25, 2020 - Feb. 3, 2020. In-person registration will be required after Feb. 3, 2020. Register online at www.nytowns.org.
2. **EXPENSES**: Actual and necessary expenses incurred in attending this school, including the registration fee, are proper municipal charges under Town Law, §116(12) and General Municipal Law, §77(b).

• Book your Room

After registering to attend our 2020 Annual Meeting & Training School, book your hotel room before Jan. 24, 2020.

New York Marriott Marquis at 1(877)303-0104
Web Site: https://aws.passkey.com/go/TownsofNY2020

For groups of 10 or more, call or email Ana Monte at (212)704-8953 or ana.monte@marriott.

• Download the mobile event app

Our mobile event app contains class schedule, speaker bios, exhibitor and sponsor information, as well as additional info designed to enhance your entire meeting experience. **Download it beginning Feb. 3, 2020 at eventmobi.com/aot2020.**

• Upon Arrival

Hotel check-in is on the 8th floor of the hotel. Badge pick up and on-site registration for the Annual Meeting will be on the 5th floor. AOT Annual Meeting registration will be open on Sunday from 11 a.m. to 5 p.m.; Monday from 8 a.m. to 5 p.m. and on Tuesday from 7:30 a.m. to 2 p.m.

Questions? Contact us!
(518)465-7933 • www.nytowns.org

**Registration or hotel questions may be directed to Executive Meeting Coordinator Patty Kebea.
Speakers may direct their questions to AOT Director of Information and Programming Chris Anderson.
Exhibitors may direct their questions to AOT Deputy Director Kim Splain.**

2020 Annual Meeting & Training School

New York Marriott Marquis, Feb. 16 - 19, 2020

Registration Rates* & Deadlines

Registration includes refreshments at the Opening General Session on Monday and Breakfast with the Association on Tuesday.

ONLINE* REGISTRATION OPEN NOV. 1 AT WWW.NYTOWNS.ORG

NYC Transit/MTA – must register via mail, online is not available.

Register by Jan. 24 for a chance to be invited to our 5th Annual Social Networking Hour!

Early-bird rates
Cut-off is Jan. 24, 2020

Member municipality, conference | $150
Non-member municipality, conference | $175
Non-municipality, company, conference | $350

On-site rates
Begin Jan. 25, 2020

Member municipality, conference | $185
Non-member municipality, conference | $210
Non-municipality, company, conference | $385

Attorney Continuing Legal Education (CLE)

(Credit hours and rates - *10 Professional Practice/Skills credits and 2 Ethics credits. All courses provide transitional and non-transitional credit.)*

FEE INCLUDES MEETING REGISTRATION.

Member (early bird / on-site) | $460 / $495
Non-member (early bird / on-site) | $485 / $520
Non-municipality, company, conference (early bird / on-site) | $660 / $695

Code Enforcement Officer In-Service Training

We provide 16 hours of in-service training that is approved by the Department of State for both code enforcement officers and building safety inspectors.

Book your room
Cut-off is Jan. 24, 2020

Room reservations made after the cut-off date will be as availability allows.

- Call New York Marriott Marquis at 1(877)303-0104
- Visit: https://aws.passkey.com/go/TownsofNY2020

Room Rates, Payment & Parking Garage Information

Please note that if you choose to make your room reservations outside of the Association's group block, such as through an Internet reservation system or with a discount coupon, the Association can suffer significant financial penalties.

New York Marriott Marquis Room Rates
1535 Broadway, New York, NY 10036
Cut-off is Jan. 24, 2020

Marquis Standard King/Double | $299
Times Square View | $399*
Deluxe Suite | $599*
Premier One-Bedroom Suite | $699*

Reservations made after the cut-off are 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 one night's charge. Hotel check-in is 4 p.m. on the 8th floor. Early arrivals cannot be guaranteed. Check-out time is 11 a.m. Late check-outs cannot be granted due to occupancy. Rooms with an asterisk (*) next to them have limited availability.

To join Marriott Rewards, please follow the instructions at this link and download the Marriott Rewards app: https://www.marriott.com/rewards/createAccount/createAccountPage1.mi.

To pay for hotel by check

1. Please include W9 form.

2. Write Hotel Confirmation Number on Check.

3. Include e-mail address with payment for a copy of your receipt.

4. Include Tax Exempt Form

5. Mail to arrive at least 21 days before your arrival:

New York Marriott Marquis
Accounting Dept., 9th Floor
1535 Broadway
New York, NY 10036

To pay for hotel in advance by credit card

1. Fill out and fax back the attached credit card authorization form.

2. Include the tax exempt form.

3. To confirm receipt of fax:

- Call 212-398-1900 and ask for Front Office Credit Dept.

- Include e-mail address on the credit card authorization form

- Vouchers are not accepted as a form of payment.

Times Square Local Parking Garages					
Name	Phone	Address	Directions	Buses Allowed?	Maximum Height
Astor	(212)869-3543	224 W. 45th St.	Across the street	No	6'
Showbiz	(212)757-7925	251-257 W. 45th St.	Right out the drive, 150 yards on right	No	No height limit
Edison Parking	(212)757-8375	332 W. 44th St.	Right out to 9th Ave., left on 44th St., first garage on right	No	6'6"
Resource Parking	(212)997-9115	164 W. 46th St.	Right on 46th St., parking on right	No	6'
Icon	(212)757-1498	250 W. 50th St.	South side between 8th Ave. and Broadway	No	6'7"

Travel, Bus / Group & Hotel Arrival Information

Parking: Valet entrance is on 46th St. between Broadway and 8th Ave. Hotel valet parking rates are as follows:

- Compact and standard-sized cars | $65, up to 24 hours
  - SUVs | $75, up to 24 hours
  - Oversized vehicles | $85 - $90, up to 24 hours

Additional parking is available at several local parking garages; please refer to the parking garage chart on the previous page.

Group travel: For groups with 10 or more rooms with specific billing and arrival and/or departure information, please contact **Ana Monte** at **(212)704-8953 or ana.monte@marriott.com**. To expedite your group's arrival, please complete the New York Marriott Marquis Group Arrival Form in this section and submit to Ana Monte (contact information below). Porterage fees apply.

Bus group check-in: Upon your bus group's arrival to the New York Marriott Marquis, check-in is on the 3rd floor of the hotel.

Baggage: For all groups, there is a **mandatory** baggage handling charge: **$10.38 per bag/round trip**

• The baggage handling fee must be paid prior to arrival either by credit card or by check. **Guests will be charged for excess baggage.** Checks should arrive at least 14 days before arrival and be mailed to:

<div align="center">

Marriott Marquis
Attn: Ana Monte, Asst. Director of Event Planning
3rd Floor, Sales and Catering Office
1535 Broadway, New York, NY 10036

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Download our mobile event app: The app will launch Feb. 3. Download it at eventmobi.com/aot2020 and get a feel for your schedule, the presenters and exhibitors before you even step foot in New York City!

5th Annual Social Networking Cocktail Hour: Register by Jan. 24, 2020 for a chance to be invited to our 5th Annual Social Networking Cocktail Hour on Monday evening. Hors d'oeuvres and drinks will be served on New York Marriott Marquis' private ballroom terrace overlooking iconic Times Square.

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Questions? Contact us!
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STEPS TO USE MOBILE CHECK-IN WITH MARRIOTT REWARDS APP

Mobile Check In   +   Mobile Key

Mobile Check In

1. Download or Open the Marriott App.
2. Complete Mobile Check In.
3. Ensure "Get a Mobile Key" is selected.
4. Confirm Check In and select done
5. Ensure phone settings allow push notifications from Marriott App

Mobile Key

1. Wait to receive the room key ready notification.
2. Click "Get Key".
3. Click the ⚷ DOWNLOAD
4. Click the ⚷ icon to pull up key.
5. Click "Room Directions" to get to you room.
6. Hold phone against door lock and press to unlock your door.
7. Wait for the ⚷ to turn ✓

Ready when you are.
Mobile check-in gets you to your room faster.

⏱ Check In

Get a Mobile Key
Accepting these Terms and Conditions qualifies you to use a Mobile Key (if available).

Done

NEW YORK MARRIOTT MARQUIS

We're ready for you.
Room 3730 is yours. When you're ready to settle in, you can access your key at any time.

Get Key

MOBILE KEY

Let's get your Mobile Key...
Download it now to use throughout your stay.

⚷ DOWNLOAD

You're all set.
Use the key icon on the right to access Mobile Key whenever you want.

ⓘ LEARN MORE

Room 3730   ROOM DIRECTIONS >

Unlock Your Room
Tap the key icon first and then hold the back of your phone to the lock.

Room 3730   ROOM DIRECTIONS >
Unlocking...
Make sure you hold your phone close to the lock.

Room 3730   ROOM DIRECTIONS >
You're In
Your room is now unlocked.

MARRIOTT MARQUIS
NEW YORK

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit/debit card. I understand that the hotel is not required to accept this form and that the guest should check with the hotel to ensure they accept third party transactions (212-398-1900). Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to **NEW YORK MARRIOTT MARQUIS** at **212-930-7611. Please note: Authorization Form must be received 48 hours prior to guest arrival.**
***For Security reasons, Marriott International complies with all Payment Card Industry standards. However, we recommend that the card holder purchase a gift card for the guest rather than send their credit card information via a third party form.

Cardholder Information - Required
Name as it appears on the credit/debit card: _____

Card type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account type: ☐ Personal ☐ Corporate | Company Name: _____

Issuing Bank: _____ Phone #: _____

Credit Card number: _____ Exp. Date: _____

Address:
(where statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information - Required
Guest name: _____

Address: _____

City, State and Zip: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: ☐ Relative ☐ Friend ☐ Business Associate ☐ Other: _____

I understand that should there be any issues with the credit/debit card being used to settle my charges, I will be responsible for all expenses incurred during my stay. Departure date cannot be extended unless a new authorization form is completed.

Guest name: (Printed) _____

Guest signature: _____ Date: _____

Rate Information and Approved Charges - Required

Room rate:* _____ Taxes:* _____ Total daily rate:* _____ Number of nights: _____
*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

☐ Room & Tax

☐ Other: *No incidental charges*

Incidental charges are not covered under the Credit Card Authorization form. The guest will be asked to provide a method of payment for these charges. Items include: Telephone, Food & Beverage, Internet, Movies, Gift Shop, Parking and Laundry. It is recommended that a Gift Card is purchased for the guest to use during their stay to cover such charges.
https://gifts.marriott.com or dial 801-468-4167.

I certify that all information is complete and accurate. I hereby authorize the **NEW YORK MARRIOTT MARQUIS** to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____

New York Marriott Marquis Group Arrival Form
Please Note: Hotel room reservation must be made separately

Name of Group: _____

Arrival Date: _____

Departure Date: _____

Please Note: Hotel check-in time is 4 p.m. We cannot guaranteed ready rooms for any group arrivals prior to 4 p.m. Special room requests are NOT guaranteed 4 p.m. check in. Hotel check-out time is 11 a.m. Bus arrivals (groups of 10 or more) will check-in on the 3rd floor of the hotel.

Bus Arrival / Departure Information*:

Bus Arrival Date: _____   Bus Arrival Time: _____

Bus Departure Date: _____   Bus Departure Time: _____

Name of Bus/Van/Shuttle Company: _____

Number of Bus/Van/Shuttle: _____

- Please call our Tour Captain Cell # 347-234-3075 on your arrival date 15 minutes prior to arrival at the hotel to ensure that our bell staff is prepared for the group's bus/shuttle/van arrival.
- Bus pick-up and drop-off location is on 45th Street by Starbucks. New York City does not offer overnight bus parking, so please plan accordingly with your bus company.
- All luggage/bags need to be tagged with guest name Prior to arrival at the hotel.

*IMPORTANT: Please advise Event Manager/Hotel Tour Captain of any arrival/departure time changes

Onsite Contact: _____   Cell Phone: _____

Email Address: _____

Number of People: _____   Number of Rooms: _____   Estimated Number of Bags: _____

The porterage charge is mandatory for all groups (10 or more persons) that have a bus, van and/or shuttle arrival at $10.38 per bag/round trip, regardless if bellman assistance is needed.

Will you require guest assistance with luggage upon arrival: Yes   No   Date & Time _____
Please note with bag delivery at check-in it will take up to 45-60 minutes for every 20 bags to be delivered to guestrooms by the bellman.

Will you require a bag pull/pick-up at checkout: Yes   No   Date & Time _____
Please note that checkout is at 11 a.m. and up it will take 30-40 minutes for every 20 rooms for group bag pick up by the bellman.

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

CCMH TIMES SQUARE LLC

2 Business name/disregarded entity name, if different from above

NEW YORK MARRIOTT MARQUIS

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ C

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6903 ROCKLEDGE DR STE 1500

6 City, state, and ZIP code

BETHESDA, MD 20817

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I — Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number

2 6 - 3 0 4 8 3 3 8

Part II — Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here — Signature of U.S. person ▶ *[signature]*   Date ▶ 11/14/18

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

• Form 1099-DIV (dividends, including those from stocks or mutual funds)

• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)

• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)

• Form 1099-S (proceeds from real estate transactions)

• Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)