

October 4, 2019

Re: Hospitality Functions, Housing, Shuttle Bus

Dear Municipal Clerk:

Please Distribute Copies of This Letter to Your Mayor, Governing Body and All Department Heads.

I. Unauthorized Hospitality Functions

The 104th Annual League Conference will soon be upon us and we know that you are looking forward to a productive and educational week.

Numerous exhibitors and groups have scheduled receptions and hospitality functions during the evening hours in Atlantic City. However each year there are a few commercial entities that schedule hospitality functions such as brunches and lunches which conflict with the Conference programming. These unauthorized functions should not be confused with legitimate business luncheons sponsored by our affiliated associations and their members. The League urges you **not** to attend daytime hospitality functions offered by commercial firms.

Instead plan your daytime activities so you can derive the greatest educational benefit from attending the League Conference. Education sessions begin at 9:00 a.m., break at noon, resume at 2:00 p.m. and finally adjourn at 5:15 p.m.

II. Room Accommodations

We are asking your cooperation in contacting the Housing Department at (609) 383-8880 promptly to release any unused or double-booked rooms, which your municipality may be holding.

We hope that you have been successful by now in making room accommodations for this year's Conference.

Each year registration records in the respective hotels show a rather significant "no show" rate (often as high as 20%) after each Conference. The significance of this is that the hotels usually base their allocation of rooms for the next year on the actual number of rooms occupied in the previous year and it is hard to make a case for additional rooms when we did not fill all of the ones we requested last year. In addition, a room, which has been reserved, but not used, deprives some other official of that particular accommodation.

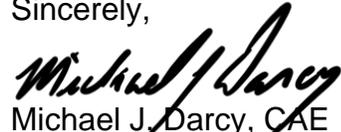
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III. Shuttle Bus Schedule

Enclosed is the shuttle bus routing schedule for this year's Conference. Please distribute to **all** individuals who will be attending the Conference.

See you in November.

Sincerely,



Michael J. Darcy, CAE
Executive Director

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Enclosure