

The United States Conference of Mayors

87th Annual Meeting

June 28 - July 1, 2019

Honolulu, HI

Registration Form



87th Annual Meeting Registration Fees

Registration	Registration fees paid on or before Friday, March 22, 2019
Late Registration	Registration fees paid between Saturday, March 23 and Friday, June 21, 2019
Onsite Registration	Registration fees paid after June 22, and/or onsite.

Conference Registration Fee and Payment Information

The US Conference of Mayors **must** receive the registration fees in full by the dates listed above in order to qualify for early/late/onsite registration rates. If you are an organization paying by purchase order, **the check (not the purchase order)** must be received by the dates below. If a form is submitted after early registration dates are passed, the late registration fee will automatically be charged. There will be **no exceptions made.**

Membership Category	Registration	Late Registration	Onsite Registration
Member Mayor <i>(No day pass offered)</i>	\$950.00	\$1,150.00	\$1,350.00
Non-Member Mayor <i>(No day pass offered)</i>	\$2,000.00	\$2,200.00	\$2,400.00
Federal Agencies <i>(No day pass offered)</i>	\$950.00	\$1,150.00	\$1,350.00
Washington Representatives <i>(No day pass offered)</i>	\$950.00	\$1,150.00	\$1,350.00
City Official Member (if Mayor is a Member) <i>(No day pass offered)</i>	\$950.00	\$1,150.00	\$1,350.00
City Official Non-Member (Mayor is not a Member) <i>(No day pass offered)</i>	\$2,000.00	\$2,200.00	\$2,400.00
Business Council/Platinum/Sponsor <i>(See below for day pass offerings)</i>	\$2,000.00	\$2,200.00	\$2,400.00
Day Pass for: Business Council/Platinum/Sponsor Only (Includes day/night events for 1 day, must select day at time of registration)	\$1,400.00	\$1,600.00	\$1,800.00
Workforce Development Council (WDC) Member <i>(No day pass offered)</i>	\$950.00	\$1,150.00	\$1,350.00
Workforce Development Council (WDC) Non-Member <i>(No day pass offered)</i>	\$2,000.00	\$2,200.00	\$2,400.00

Day passes will only be available for Business Council/Platinum Members/Sponsors. No other categories have a day pass option.

Registration Fee Refund Policy

Refunds, less a \$450.00 fee per person, for cancellations received in writing no later than Friday, March 22, 2019. The cancellation request can be emailed to the US Conference of Mayors Meeting Department, Attention: Jonathan Godfrey at jgodfrey@usmayors.org. Cancellation requests will not be accepted over the phone. **No refunds will be made after Friday, March 22, 2019. No exceptions will be made.** Unfortunately, registration fees are unable to be transferred to a future meeting.

Name Badge Reprint Fee

In the event that your name badge is stolen/lost/damaged, or you do not bring your badge, there will be a reprint fee for a replacement badge. To have a replacement badge printed, please go to registration with your identification, and one will be reprinted. **Reprint badge fees are \$50.00**, and no exceptions will be made. All major credit cards and checks made out to the US Conference of Mayors will be accepted. Name badges will be required to access any meeting space.

87th Annual Meeting Registration Form- Honolulu, HI

Instructions: Please fill out the forms by typing into the fields. Each of the required fields have been marked with a red asterisk (*). If any of the required fields have not been filled in, the registration will not be processed. After filling in the form in entirety, please print the document by clicking "Print" on the cover page of the packet.

Name of Registrant*: _____ Title*: _____

Preferred Name on Badge* (First Name Only): _____ Person Filling Out Form*: _____

Accompanying Spouse/Partner (First and Last Name): _____

Organization*: _____

Street Address*: _____ Address Line 2: _____

City*: _____ State/Province*: _____ Zip*: _____

Email Address 1 (Where Acknowledgment and Receipt Will Be Sent)*: _____

Email Address 2 (Acknowledgment of Registration and Hotel): _____

Office Phone*: _____ ext _____ Mobile Phone*: _____ Fax: _____

Membership Category* (*Day Passes are only available to Business Council/Platinum/Sponsor Membership Categories*)

<input type="checkbox"/>	Member Mayor	<input type="checkbox"/>	City Official Member (Mayor is a Member)	<input type="checkbox"/>	Federal Agencies/ Washington Representatives
<input type="checkbox"/>	Non-Member Mayor	<input type="checkbox"/>	City Official Non-Member (Mayor is not a Member)	<input type="checkbox"/>	Workforce Development Council Member
<input type="checkbox"/>	Service City Mayor	<input type="checkbox"/>	Circle Which Category You Belong To: Business Council/ Platinum/Sponsor	<input type="checkbox"/>	Workforce Development Council Non-Member
Circle Which Category You Belong To: Business Council/Platinum/Sponsor Day Pass _____ Friday _____ Saturday _____ Sunday _____ Monday _____					

Credit Card Authorization*: By submitting your card information below, you are authorizing USCM's meeting department to use the credit card to pay your registration fee.

Credit Card Type*: _____ American Express _____ Visa _____ MasterCard _____ Discover **Billing Zip***: _____

Credit Card #*: _____ **Exp***: _____ / _____ **CVV***: _____

Cardholder Name*: _____ **Cardholder Signature***: _____

Please see page 2 of the packet for the refund policy.

Checks or purchase order payments for registration fees should be made to: The US Conference of Mayors.

Mail Form with Payment/Check To:

Globetrotter Travel
 Attn: Jonathan Godfrey
 18121 Georgia Avenue, Suite 104
 Olney, MD 20832

Hotel Reservation Request*

___ **No Hotel Reservation Required**

___ **Hotel Reservation Required (Page 4)**

Airfare Reservation Request*

___ **I would like to be contacted by**

Globetrotter Travel to book airline tickets

(Discounts Available!)

Completed forms may be submitted to Jonathan Godfrey at jgodfrey@usmayors.org, fax to 301-570-9514, or by mail to Globetrotter Travel, Attn: Jonathan Godfrey, 18121 Georgia Avenue, Suite 104, Olney, MD 20832

Hilton Hawaiian Village

Please Select the Desired Room Type: *

(Headquarter Hotel)

2005 Kalia Road

Honolulu, HI 96815

Hilton Honors # _____

Please read the information below regarding the hotel room rate.

Room Type	Single/Double Rate (* **see below under info)	Room Type Preference (i.e., 1 st Choice, 2 nd Choice)
Resort View	\$279.00/night	
Partial Ocean View	\$299.00/night	
Ocean View	\$329.00/night	
Rainbow Ocean View	\$309.00/Night- Mayors Only	
Ali'i Partial/Ocean View	\$369.00/night	
Tapa Junior Suites	\$389.00/night	

Taxes at both hotels are currently 14.96%, subject to change without notice. Room rates are based on single/double occupancy (up to 2 people in room).

Name on Reservation*: _____ Check In Date*: _____ Check Out Date*: _____

Hotel Special Requests: _____

Bedding Preference: * _____ 1 Bed _____ 2 Beds *Bedding preference is not guaranteed; however, we will do everything we can to reserve the desired bedding type.*

Credit Card Authorization*: By submitting your card information below, you are authorizing the hotel to use the credit card below for the first night's room plus tax guarantee.

_____ Same Credit Card Used for Registration _____ Different Credit Card (Please Fill Out Below)

Credit Card Type*: _____ American Express _____ Visa _____ MasterCard _____ Discover **Billing Zip***: _____

Credit Card #: _____ Exp*: _____/_____/_____ CVV*: _____

Cardholder Name*: _____ Cardholder Signature*: _____

Completed forms may be submitted to Jonathan Godfrey at jgodfrey@usmayors.org, fax to 301-570-9514, or by mail to Globetrotter Travel, Attn: Jonathan Godfrey, 18121 Georgia Avenue, Suite 104, Olney, MD 20832

Hotel Reservation Information

Hotel accommodations cannot be assured at the above rates after Friday, May 31, 2019, or until the room rate has been sold out. A waitlist will be created if the room block sells out. This does not guarantee a room will become available. Bedding types are not guaranteed, but every effort will be made to obtain your preferred type. Room types are available on a first-come, first-serve basis. Do NOT call the hotel directly to make your reservations. The Hilton Hawaiian Village will only accept reservations made by the USCM Meeting Department, Globetrotter Travel. Changes in arrival and/or departure may be made by clicking the link at the bottom of the registration confirmation email that you receive. **All room cancellations must be made at least 7 business days (Hawaii-Aleutian Standard Time) prior to the scheduled arrival to avoid penalty charges by the hotel. If you are making a change within 1 week of your scheduled hotel arrival, you MUST make the change directly with the Hilton Hawaiian Village.** Globetrotter Travel and The US Conference of Mayors do not do any charging of the credit card for hotel reservations. Please contact the hotel directly with billing inquiries.

****Premium Internet Fee:** At the time of contract signing, the Hilton Hawaiian Village had a premium internet fee of \$40 per room, daily. **The fee was reduced to \$20 per room daily, plus applicable state and local tax, and is mandatory on all reservations.** Extra-person rate for every 3rd and 4th occupant in the room is \$50/per person/per night plus tax, maximum of 4 persons. Fee is subject to change with hotel policies. Children under 18 stay free in the room, utilizing existing bedding. Rollaway charge is \$75 plus tax, per roll away per night, subject to change with hotel policies. Individuals will be required to pay incidental charges in full prior to guests' departure, with individual credit being established upon check-in."