

The New Jersey Shade Tree Federation 99th Annual Conference
October 17 & 18, 2024
IMPORTANT CONFERENCE REGISTRATION & POLICY INFORMATION

Location: Harrah's Resort Atlantic City

777 Harrah's Blvd, Atlantic City, NJ 08401

Hotel Reservation Information: The Conference Room Block Cut-off is September 16, 2024

Book online: <https://book.passkey.com/go/SH10SH4> or Book by Phone: 888-516-2215

Group Name: **NJ Shade Tree Federation** Group Code: **SH10SH4**

All hotel reservations, even when made within our event group's special discount room block, are an agreement between the hotel guest and Harrah's. For further information on hotel room accommodations or help with your hotel reservation contact Harrah's Resort directly.

Conference Early Registration Deadline: Monday September 16, 2024

Registration forms must be **received** by the Federation office by September 16, 2024. Registration forms must be accompanied by payment or authorized purchase order/voucher. Your registration is not considered accepted/completed until a check is received, credit card payment is processed, or authorized purchase order/voucher is received. Blank/unauthorized purchase orders/vouchers will not be accepted. Registrations may be mailed (paper), emailed (scanned page), faxed, or placed via online order with a credit card transaction: <https://njstf.org/upcoming-conference.php>

Registrations paid for via credit card transaction are subject to a \$10 credit card convenience fee.

No registrations will be accepted by telephone.

Registrations received after September 16, 2024 are subject to Late/Walk-in Registration Rates. An Additional \$75 fee applies.

All substitution requests must be made in writing and received by the Federation office by September 16, 2024.

Conference Registration Refund & Cancellation Policy:

Cancellations through September 16, 2024 will be refunded less a cancellation fee of \$75 per registrant. Cancellation requests must be made in writing and received by the Federation Office by September 16, 2024. You may request a refund, by email: TREES@NJSTF.ORG or by fax: 732-640-5289 **NO REFUNDS WILL BE PROVIDED AFTER 9/16/2024. NO REFUNDS WILL BE PROVIDED FOR CONFERENCE "No-Shows"**

Event Admission: *BADGES MUST BE WORN AT ALL TIMES DURING THE CONFERENCE*

Registration is required. No admission without a registration badge. Your registration badge will be waiting for you starting at 8:00am on Thursday October 17, at the conference pre-registration desk. The conference policy is **"No Badge, No Admission, No Exceptions"**

Questions: TREES@NJSTF.ORG or (732) 246-3210



NJ SHADE TREE FEDERATION
Blake Hall, Cook College
93 Lipman Drive
New Brunswick, NJ 08901