



NM MUNICIPAL CLERKS & FINANCE OFFICERS ASSOCIATION



CERTIFICATION WORKSHOP

“Everything You Need To Know About Budgeting & Audits”
Hotel Encanto de Las Cruces
April 18-19, 2017

ADVANCE REGISTRATION

\$75.00 Early Registration Fee **by** April 4th \$94.00 Late Registration Fee **after** April 4th

NAME: _____ TITLE: _____

MUNICIPALITY: _____

MAILING ADDRESS: _____
Including City/State/Zip

BILLING ADDRESS: _____
Including City/State/Zip

EMAIL: _____ PHONE: _____
For Registration Confirmation

For **ADA Needs** contact Colette at (800) 432-2036

PAYMENT INFORMATION: Check made payable to NMML.

- Check Enclosed Will Bring to Meeting *(Include member ID on check/stub.)*
- Purchase Order Attach copy or provide PO# _____
- Charge registration fee to: Visa or MasterCard listed below.

NMML is authorized to use the card below to pay registration fee(s) in the amount of \$ _____

Card #: _____ Exp. Date: _____

Name of Card Holder: _____
If different from Registrant Name

Card Holder Signature: _____

NMML REGISTRATION/CANCELLATION POLICY

- After April 11th you **must** register on-site.
- Cancellations must be received in writing by April 11th.
- A \$25 fee charged for all cancellations.
- No refunds after April 11th.
- No partial refunds.
- Pre-registered no shows are responsible for full registration fee.
- Credit card transaction(s) processed immediately.
- Receipts available upon registration check-in.
- Registration confirmations will be emailed.
- This policy also applies to Spouse/Guest Registrants.
- Weather related no shows will be charged \$25.
- By submission of this form, I agree to all registration/cancellation policies.

RETURN BY TUESDAY, APRIL 11th TO:
 Valerie Maes – vmaes@nmml.org
 PO Box 846 • Santa Fe, NM 87504
 Phone: (800) 432-2036 • (505) 982-5573
 Fax: (505) 984-1392