TOWN OF GARDINER

CONFERENCE AUTHORIZATION REQUEST

CONFERENCE: (Attach Supporting Literature/Documentation to This Form)

DATE: 3/5/26

NUMBER OF ATTENDEES: 1 - Julia Hansen

DEPARTMENT/COMMITTEE: Town Clerk

NAME OF CONFERENCE: New York State Town Clerks Association Annual Conference

LOCATION OF CONFERENCE: Crowne Plaza Albany - The Desmond Hotel 660 Albany Shaker Rd Albany, NY

DATE OF CONFERENCE: 4/19/26 - 4/22/26

REQUESTED AMOUNT: $1,295.00

PURCHASE ORDER REQUEST:

Vendor Name, Address & Phone: NY State Town Clerks Association - $562.00
The Desmond Hotel $465.00
Tolls $8.00 Milage 260.00

Budget Code: AAA - 522 - 1410 - 400

Amount: 1,295.00

PO Requisition No:

AUTHORIZATION:

Approved: _____

Denied: _____ **Reason for Denial:** _____

NYTCA 2026 CONFERENCE MAIL-IN REGISTRATION FORM

CONFERENCE PACKAGE OPTIONS FOR NYSTCA MEMBERS ONLY. NON-MEMBERS MUST REGISTER ONLINE!	PACKAGE
FULL CONFERENCE: $562.00	$562.00
Includes: Conference Registration, Sunday Mixer, Monday, Tuesday, Wednesday Breakfasts, Monday, Tuesday, Wednesday Lunches, morning and afternoon breaks and Tuesday Banquet.	
Select one Banquet Meal Choice: Roasted NY Sirloin of Beef -sliced sirloin, semi-glace, potato Provençale Chicken Normande-boneless chicken breast, herbed apple stuffing, sauce Supreme, oven roasted rosemary new potatoes Salmon Picatta-Atlantic salmon fillet, lemon caper beurre blanc, saffron rice Oven Roasted Vegetable Strudel-seasonal herbed vegetables wrapped in phyllo, roasted red pepper coulis, herbed cous cous	
FULL CONFERENCE: $410.00 WITHOUT EVENING EVENTS COMMUTERS ONLY	$
Includes: Conference Registration, Monday, Tuesday, Wednesday Breakfasts, Monday, Tuesday, Wednesday Lunches, and morning and afternoon breaks	
TWO-DAY PACKAGE #1 SUNDAY – TUESDAY: $397.00	$
Includes: Conference Registration, Sunday Mixer, Monday and Tuesday Breakfasts, Monday and Tuesday Lunches and morning and afternoon breaks.	
TWO-DAY PACKAGE #2 MONDAY – WEDNESDAY $449.00	$
Includes: Conference Registration, Tuesday and Wednesday Breakfasts, Monday, Tuesday, Wednesday Lunches, morning and afternoon breaks and Tuesday Banquet.	
MONDAY-TUESDAY COMMUTER PACKAGE #1: $323.00 COMMUTERS ONLY	$
Includes: Conference Registration, Monday, and Tuesday Breakfasts, Monday and Tuesday, Lunches, and morning and afternoon breaks. (includes breakfast 7:00 – 8:15 AM)	
MONDAY-TUESDAY COMMUTER PACKAGE #2 $246.00 COMMUTERS ONLY	$
Includes: Conference Registration, Monday and Tuesday, Lunches, and morning and afternoon breaks. (no breakfast or Tuesday Banquet included)	
ONE DAY REGISTRATION: $150.00	$
Includes: Conference Registration, Lunch, and morning and afternoon breaks	
TUESDAY BANQUET ONLY: $78.00 Select one Banquet Meal Choice: Roasted NY Sirloin of Beef -sliced sirloin, semi-glace, potato Provençale Chicken Normande-boneless chicken breast, herbed apple stuffing, sauce Supreme, oven roasted rosemary new potatoes Salmon Picatta-Atlantic salmon fillet, lemon caper beurre blanc, saffron rice Oven Roasted Vegetable Strudel-seasonal herbed vegetables wrapped in phyllo, roasted red pepper coulis, herbed couscous	$
EXTRAS	
ATHENIAN DIALOGUE: $50.00	$
NOTARY CLASS: $65.00	$
MONDAY NIGHT EVENT: COMEDY CLUB: $65.00	$
Please note any food allergies.	
AMOUNT DUE TO NYSTCA	$562.00

Hotel accommodations must be booked directly with the hotel at a rate of $155.00 per night. Reservations can be made using the following link: NYS Town Clerks Association – BOOK HERE, or by calling the hotel directly at 518-869-8100 and referencing Group Code VTC. 155.00 x 3 = 465.00

Name:_____

Town Name:_____ County:_____

Address:_____

Phone:_____ Email: _____

Is this your first Conference? _____

***PLEASE USE ONE FORM PER REGISTRANT**

Mail form to and make check payable to NYSTCA to: Susan E Baldwin, RMC, Registration Chair, Town of Wilton Town Clerk, 22 Traver Road, Wilton, NY 12831 For questions or assistance, contact Susan Baldwin at 518-587-1939 (office) Email questions to: sbaldwin@townofwilton.com

The Desmond Hotel
to **2340 Route 44 55**

1 hr 22 min (85.48 miles)

via I-87

Start
The Desmond Hotel

Head northeast.

Go for 135 ft.

Turn left toward Albany Shaker Rd/RT-155 E.

Go for 59 ft.

Turn right onto Albany Shaker Rd (RT-155 E).

Go for 390 ft.

Make a U-Turn at Wolf Rd onto Albany Shaker Rd (RT-155 W).

Go for 0.2 mi.

Turn left and take ramp onto I-87 S (Adirondack Northway).

Go for 2.8 mi.

Take exit 1E-W toward I-87 S/New York State Thruway/New York/Buffalo onto I-90 W (New York State Thruway).

Go for 0.8 mi.

Take the exit toward New York onto I-87 S (New York State Thruway).

Go for 72.5 mi.

Take exit 18 toward RT-299 W/New Paltz.

Go for 0.9 mi.

Turn left onto Main St (RT-299).

Go for 0.3 mi.

Turn left onto S Putt Corners Rd (CR-17).

Go for 1.7 mi.

Turn left onto State Route 32 S (RT-32).

Go for 0.1 mi.

Turn right onto Jansen Rd (CR-17).

Go for 1.0 mi.

Turn sharp left onto State Route 208 (RT-208).

Go for 4.2 mi.

Turn right onto Route 44 55 (US-44).

Go for 0.9 mi.

B **End at**
2340 Route 44 55
Gardiner, New York 12525-5335