



ATLANTIC CITY

LOVE ALL. SERVE ALL.

## NJLM 2026 CONFERENCE

Please see the following guidelines regarding purchase orders.

- Guest(s) must have their hotel reservation booked w/ AC Central prior to a purchase order being sent. **Last day to CANCEL a reservation and be granted a refund is 11/2, as per NJLM guidelines.**
- Accounts Receivable **MUST** have the purchase order signed (HRAC policy) and returned within 2 weeks of the reservation being made. **PO MUST have attendees listed to ensure correct check application.** Purchase orders can be emailed to [Jessica.Diaz@hrhcac.com](mailto:Jessica.Diaz@hrhcac.com) ; [groupfinance@hrhcac.com](mailto:groupfinance@hrhcac.com)
- Payment in full must be received no later than **30 days** in advance of arrival. **All reservations MUST have correct dates, and all cancellations will need to be submitted to AC Central PRIOR to sending payment.** Accounts Receivable will need to have the check deposited (cleared) and posted to the reservation for a smooth check-in.

Following is the address to submit purchase orders & checks. ST-5 forms are to be sent if no PO is being submitted (**ST-4 document is NOT accepted**):

*Hard Rock Hotel & Casino AC*

*1000 Boardwalk*

*Atlantic City, NJ 08401*

*Attn: Accounts Receivable/Jessica Diaz*

**Please be aware that any checks received with the incorrect total (not matching total on PO sent) or checks received that are not associated with a confirmed reservation will be returned to sender. A check will also be sent back if there is no PO in file for the check received.**

Following is a room night breakdown when a purchase order is used to reserve a room:

\$189.00 room rate (incl. RF)

\$ 7.00 tourism fee

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**\$196.00 per night**

Checks must be received by **OCT 16th**, or the reservation(s) associated with the purchase order will be **cancelled for non-payment**. Late check-out/early check-in is not to be included in Purchase Order total, as this is an incidental and to be paid via cc.

**No checks or purchase orders will be accepted at the Front Desk or after the event.**