



ATLANTIC CITY

LOVE ALL. SERVE ALL.

## NJ EMERGENCY PREP 2023 CONFERENCE

Please see the following guidelines regarding purchase orders.

- Guest(s) must make their hotel reservation prior to a purchase order being sent
- Accounts Receivable will need to have the purchase order signed and returned within 2 weeks of the reservation being made.
  - 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. Accounts Receivable will need to have the check deposited (cleared) and posted to the reservation for a smooth check-in.

**Note: When making initial reservation, you will be charged the first night's room rate plus taxes on the credit card provided. When Hard Rock receives the check for that guest's reservation, you will be refunded at that time.**

Following is the address to submit purchase orders, checks and ST-5 forms (ST-4 forms are NOT accepted):

Hard Rock Hotel & Casino  
1000 Boardwalk  
Atlantic City, NJ 08401  
Attn: Accounts Receivable/ Jessica Diaz

Please be aware that any checks received with the incorrect amount or checks received that are not associated with a confirmed reservation will be returned to sender.

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

\$79.00 room rate  
\$20.00 resort fee  
\$ 7.00 tourism fee  

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\$106.00 per night

Checks must be received by **MARCH 15, 2023** or the reservation(s) associated with the purchase order will be cancelled for non-payment.

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