

THE AMERICAN LEGION – DEPARTMENT OF IOWA 2018 NATIONAL CONVENTION – MINNEAPOLIS, MN

Registration Information & Form Instructions

Please read these instructions carefully before completing registration forms. Forms are available on our website at www.ialegion.org/national_convention in fillable pdf format. Registration forms are due before June 15.

Department of Iowa Registration at National Convention

Hyatt Regency Minneapolis, Loring Room, First Floor

- Thursday August 23 5:00 – 7:00 pm
- Friday August 24 9:00 – 11:00 am
5:00 – 7:00 pm
- Saturday August 25 9:00 – 11:00 am

All attendees must pick up registration packets at one of the prescribed times. If you are unable to pick up your registration packet, please arrange for someone to pick it up on your behalf.

Form 1 Instructions

Form 1 is used for the following:

- American Legion Delegate/Alternate Registration
- Sons of The American Legion (SAL) Delegate/Alternate Registration
- American Legion Guest & SAL Guest Registration
- Iowa Party Tickets
- National Commander's Banquet Tickets
- Hotel Reservations for all National Convention Attendees

Section 1: Contact Information – Completed for all uses of Form 1

- Please complete this section in its entirety.
- American Legion and SAL registrants should enter name as you wish it to appear on your convention badge.

Section 2: Registration – Completed by all American Legion Delegates/Alternates, SAL Delegates/Alternates, American Legion Guests, and SAL Guests.

- Check only one box. Use a separate form for each registration. Example 1: If you are registering with both the Legion and the SAL, complete two separate forms. Example 2: If you are registering with the Legion and your spouse is registering as an American Legion Guest, complete two separate forms. You may include all American Legion Form 1 forms with one payment. Auxiliary Form 2 and Shirt Order forms must be paid separately.
- Only Delegates and Alternates need to include District and Post/Squadron number.
- Auxiliary Delegates, Alternates & Guests should use Form 2 for Convention Registration.

Section 3: Tickets

- Iowa Party – Saturday, August 25, 6:00 pm, Richfield American Legion Post 435, 6501 Portland Ave South, Richfield, MN. Tickets are \$25.00 each and includes buffet meal and entertainment. Tickets must be ordered in advance.
- National Commander's Banquet – Tuesday, August 28, in the Convention Center. Tickets are \$48.00 each. Entertainment will be provided by Three Dog Night. Tickets must be ordered in advance.

Section 4: Hotel Reservations

- All reservations must be submitted through the Department before June 15.
- Submit only one reservation request per room.
- Iowa will be housed in the Hyatt Regency Minneapolis, 1300 Nicollet Mall, Minneapolis, MN 55403.
- Room rate is \$137.00 + 13.15% tax (\$18.02) for a total of \$155.02 per night for up to two occupants. Additional occupants are \$20.00 each. Rate + tax for three occupants is \$177.65 and four occupants is \$200.28. Maximum occupancy is four. Rollaway beds are not available. Refrigerators are provided in every room. One night's room deposit will be charged to your credit card when reservations are submitted to the hotel by the Department. Deposit will be refunded for any room cancelled at least 72 hours prior to scheduled arrival. A credit card will be required at check-in. Valet parking is \$38.00/day and self-parking is \$24.00/day (subject to change). Check-in time is 3:00 pm and check-out time is 12:00 pm.
- You must complete *Section 5: Credit Card* of the form for all hotel reservations.

Section 5: Credit Card

- Must be completed for all hotel reservations.
- May be used for payments to The American Legion.

Section 6: Payment Information

- Complete applicable fields and submit payment with form.

Form 2 Instructions

Form 2 is used for the following:

- Auxiliary Delegate/Alternate Registration
- Auxiliary Guest Registration
- Auxiliary Woman of the Year Luncheon Tickets
- Auxiliary States Dinner Tickets

Section A: Contact Information – Completed for all uses of Form 2

- Please complete this section in its entirety.
- Auxiliary registrants should enter name as you wish it to appear on your convention badge.

Section B: Registration – Completed by all Auxiliary Delegates/Alternates and Auxiliary Guests.

- Check only one box. Use separate form for each registration.
- Only Delegates and Alternates need to include District and Unit.
- Indicate size for Auxiliary National Convention shirt.

Section C: Tickets

- Woman of the Year Luncheon – Tuesday, August 28. Tickets are \$35.00 and must be ordered in advance.
- States Dinner – Wednesday, August 29. Tickets are \$45.00 each and must be ordered in advance.

National Convention Parade Shirts

- Our National Convention parade shirt will be in support of Nicole Clapp's campaign for National President. Use the "Standing Tall with Nicole" shirt order form to place your order.
- Shirt orders will be available for pickup at Department Convention.
- Make checks payable to: **2020 Leadership Department Fund**
- Mail Shirt Order Form and payment to: **Nicole Clapp
903 Freedom Ct
Lancaster, WI 53813**