

May 16, 2018

To: Attendees of the 2018 National Convention:

I am sending you this letter because you either attended the 2018 National Convention or have signed up as a delegate/alternate for this year's Convention. The 2018 American Legion National Convention will be held in Minneapolis, Minnesota, August 24 – August 30, 2018. Legionnaires, Auxiliary and SAL members will be staying at the Hilton Minneapolis Hotel, 1001 South Marquette Avenue, Minneapolis, MN 55403, 612-376-1000.

Hotel rates for double/doubles (1-2 people) and kings with up to two people in each room are \$155.02 (\$135.00 plus 13.15% tax), per night. Rollaway beds are \$20.00 per night. Each additional occupant in room 3 - 4, \$20.00 per person. Self-Parking per night \$18.00, valet parking, per night is \$27.00. Once the hotel receives Department's reservation list of attendees, National will forward a "block" list of confirmations.

This letter provides the basic information and a little more on the Convention. Additional information on meeting sites, hotels, airline & travel discounts, and campgrounds can be obtained through National's website at www.legion.org.

Legion Committee and Commission meetings will take place on Saturday and Sunday, August 25th & 26th. The convention will convene on Tuesday, August 28nd, and adjourn the afternoon of Thursday, August 30th.

Parade information will be provided at the Convention.

More information will be put on National's website in the days to come. Keep checking.

As before, National also requires registration fees be paid in advance. They have directed that these and the first night's room rent be received by them not later than July 19th, 2018. **IN ORDER TO ACCOMMODATE THAT DATE, YOU MUST SEND IN THE ATTACHED FORM AND ACCOMPANYING CHECK SO THEY ARRIVE HERE AT DEPARTMENT BY 4:00 P.M., FRIDAY, JUNE 29, 2018. FORMS RECEIVED AFTER THAT DATE WILL NOT BE HONORED.**

Fill out the attached registration form and make your check payable to: **AMERICAN LEGION, DEPARTMENT OF ALASKA**. Again, ensure the check and form arrives at Department by 4:00 p.m., June 29, 2018. Per the DEC's decision made at the 1994 Convention, **with no exceptions**, all forms or requests received after that time and date will not be honored. Further, reservations received which are not accompanied by full payment will be returned. Fill out the attached form and send it to Department with your check **FOR THE FULL AMOUNT. Include the name and address** of each person staying in the room, the type of room required (king or double/double) (nonsmoking hotel), your arrival and departure dates, and indicate if each person listed is a Legionnaire, Auxiliary member, S.A.L. or guest. Write in the amounts on the applicable lines on the bottom of the form and write in the total which should match your check.

If you can bring some smoked salmon, reindeer sausage, or other Alaska unique snacks it would be greatly appreciated. Like last year, I will bring business card size invitations for you to hand out to friends and acquaintances from other Departments whom you would like to invite to our Hospitality Suite.

For the S.A.L., please provide me with a list of members by 4:00 p.m., June 29, of who will be attending so I can provide it to the National headquarters.

The National Commander's Banquet will be held Tuesday, August 28th, at the Minneapolis Convention Center, Hall E, Level One. Tickets are \$48.00 each and all tables will seat rounds of ten individuals. Enclose a separate check with your registration form if you desire to go to the banquet. Make the check out to: **TAL, NATIONAL TREASURER**. If you are reserving a table for ten, provide a check for the entire amount (\$480.00) and a listing of who will be sitting at the table. As of this date, there are minimal amount of tickets available. There will be no refunds for tickets.

Alaska's Legionnaires who march in the parade will now have a BLUE pullover polo shirt with your name on the right and logo on the left and khaki pants. Contact Detachment Adjutant Kevin Collier at 907 317-8029 (e-mail kcollier@alaska.net) if you want to order a shirt.

FODPAL information will be sent out in July.

Sincerely,

Clare Sullivan
Department Adjutant

MAKE CHECK PAYABLE TO: AMERICAN LEGION, DEPARTMENT OF ALASKA

**SEND TO: AMERICAN LEGION, DEPARTMENT OF ALASKA
1550 CHARTER CIRCLE
ANCHORAGE, AK. 99508**

THIS FORM AND ACCOMPANYING CHECK MUST ARRIVE AT DEPARTMENT BY 4:00 P.M., JUNE 29, 2018. THIS IS A NON SMOKING HOTEL

<u>NAME/ADDRESS OF EACH PERSON ATTENDING AND WHETHER LEGION, AUXILIARY , SAL OR GUEST</u>	<u>DATES ARRIVING & DEPARTING</u>	<u>TYPE OF ACCOMODATION (KING OR D/D)</u>
_____	_____	_____
_____	_____	_____
_____	(USE REVERSE SIDE IF NEEDED)	

UNLESS YOU'RE STAYING ELSEWHERE, A MINIMUM OF ONE NIGHT'S HOTEL ROOM COST AND CONVENTION REGISTRATION FEES MUST BE INCLUDED IN THE CHECK ACCOMPANYING THIS FORM. IF YOU ARE STAYING ELSEWHERE, ANNOTATE "NOT REQUIRED" NEXT TO THE HOTEL ROOM LINE BELOW. IF YOU ARE A LEGIONNAIRE AND YOUR WIFE IS AN AUXILIARY MEMBER, AND THERE WILL BE JUST THE TWO OF YOU IN A ROOM, THE MINIMUM YOU MUST FORWARD IS \$155.02. FOR THE FIRST NIGHT'S HOTEL ROOM AND \$25.00 REGISTRATION FEE FOR THE LEGIONNAIRE AND ANOTHER \$25.00 FOR THE AUXILIARY MEMBER (UNLESS SHE IS AN AUXILIARY DELEGATE OR ALTERNATE) FOR A TOTAL AMOUNT ON THE CHECK OF \$179.55. THE AUXILIARY PAYS THE REGISTRATION FEE FOR THEIR DELEGATES, ALTERNATES, AND PAGES.

IF TWO OR MORE PEOPLE ARE SHARING A ROOM, AND ONE IS AN AUXILIARY DELEGATE OR ALTERNATE AND THE OTHER IS NOT, ENSURE THE CHECK SENT IN WITH THIS FORM INCLUDES THE REGISTRATION FEE FOR ALL INDIVIDUALS WHO NEED TO PAY REGISTRATION.

DEPARTMENT WILL NOT ACCEPT A CHECK FOR THE 1ST NIGHT'S ROOM RENT FROM ONE INDIVIDUAL WITH HOPES THAT THE OTHER WILL EVENTUALLY SEND IN THEIR REGISTRATION. **DO NOT SEND A CHECK WITH THIS FORM UNLESS IT COVERS ALL COSTS.**

<u>HOTEL COST:</u>	<u>AMOUNT</u>
\$155.02 PER ROOM PER DAY	_____
ROLL AWAY REQUIRED: \$20.00 PER NIGHT	_____
<u>CONVENTION REGISTRATION:</u>	
\$25.00 PER LEGIONNAIRE MEMBER OR GUEST	_____
\$25.00 PER AUXILIARY MEMBER (EXCEPT DELEGATES AND ALTERNATES)	_____
TOTAL ENCLOSED:	_____

COMMANDER BANQUET (Y/N) _____ (\$48.00 SEPARATE CHECK MADE OUT TO: TAL NATIONAL TREASURER)