



THE AMERICAN LEGION
Department of Maryland, Inc.

The War Memorial, Baltimore, Maryland 21202
(410) 752-3104

MEMORANDUM

TO : Prospective National Convention Delegates
Department Officers
Past Department Commanders
Post Commanders
District Commanders
County/Area Commanders

FROM : Russell W. Myers, Jr., Department Adjutant

RE : 100th National Convention

DATE : February 14, 2018

The following information has been received from National confirming our housing in Minneapolis, MN for the 100th National Convention, August 24, 2018 through August 30, 2018.

We will be housed at the Hyatt Regency Minneapolis and we ask that you mail your room requests along with one night's deposit no later than Thursday, **July 5, 2018.**

HOUSING ALL ROOMS MUST BE BOOKED THROUGH DEPARTMENT OF MARYLAND.
Hyatt Regency
1300 Nicollet Mall
Minneapolis, MN 55403
612-370-1234

<u>ROOMS</u>	<u>RATE</u>
King (1 -2 persons) each at \$137.00 + \$18.36 Tax*:	\$155.36
ADA King (1 – 2 persons) each @ \$137.00 + \$18.36 Tax*:	\$155.36
Double (1 – 2 persons) each @ \$137.00 + \$18.36 Tax*:	\$155.36
ADA Double (1 – 2 persons) each @ \$137.00 + \$18.36 Tax*:	\$155.36
Additional Occupant in Room per Day:	\$20.00 (3-4 persons)
Rollaway Rate per Day:	Not Available
Parking Rate per Day:	Self-Parking \$19.00 Valet \$38.00
*Tax Rate: 13.4% per room/night (subject to change)	Included in each Room Rate

ALL RESERVATIONS ARE ON A FIRST COME FIRST SERVE BASIS

THE AMERICAN LEGION,
DEPARTMENT OF MARYLAND, INC.
101 N. GAY STREET, ROOM E
BALTIMORE, MARYLAND 21202

100TH NATIONAL CONVENTION REGISTRATION FORM

NAME _____ PHONE# _____

POST/SQU/AUX. NO. _____ MEMBERSHIP# _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

(GIVE NAME AND ADDRESS OF PERSON SHARING THE ROOM)

NAME _____ PHONE# _____

POST/SQU/AUX. NO. _____ MEMBERSHIP# _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CHECK DESIRED ROOM TYPE: ALL RESERVATIONS ARE ON A FIRST COME FIRST SERVE BASIS

DOUBLE ADA DOUBLE KING ADA KING

(IN ORDER TO BOOK A ROOM, ARRIVAL AND DEPARTURE DATES MUST BE SUBMITTED WITH DEPOSIT)

DATE OF ARRIVAL _____
(DAY) (DATE) (TIME)

DATE OF DEPARTURE _____
DAY (DATE) (TIME)

DEPOSIT ONE NIGHT'S DEPOSIT \$155.36

PLEASE MAKE CHECK PAYABLE TO: *THE AMERICAN LEGION, DEPT. OF MD* in
the amount of \$155.36, which includes the tax, earmarked *Room Deposit National Convention*.
Reservation Deadline: *Thursday, July 5, 2018.*

YOUR CHECK# _____ TOTAL AMOUNT OF YOUR CHECK \$ _____

SIGNATURE



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FROM : Russell W. Myers, Jr., Department Adjutant

RE : **100TH NATIONAL CONVENTION**
NATIONAL COMMANDER'S BANQUET

DATE : February 14, 2018

For planning purposes, it is requested that you provide us with the number of National Commander's Banquet tickets you will require. The banquet will be held on Tuesday, August 28, 2018. The cost of tickets is **\$48.00** each. Please make check payable to: The American Legion, Dept. of MD, Inc., earmarked for National Commander's Banquet and forward to Department Headquarters, 101 N. Gay Street, Room E, Baltimore, MD 21202, by Friday, May 4, 2018. *These tickets are limited and are "first come, first serve" so mail the request as soon as possible.*

Should you require additional information, please contact Linda Bishop.

NAME _____

POST NO. _____ PHONE# _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

NUMBER OF TICKETS _____

AMOUNT ENCLOSED _____

CHECK NUMBER _____