

**THE AMERICAN LEGION
DEPARTMENT OF TEXAS**

MEMO TO: AMERICAN LEGION NATIONAL CONVENTION ATTENDEES

LOCATION OF HOTEL – The Grand Sierra Resort & Casino is located at 2500 East Second St in Reno, NV, Phone: (800) 501-2651; www.grandsierraresort.com, the hotel is approx. 1.5 miles from the airport. **The hotel offers a complimentary shuttle service that runs every 15 minutes between the hours of 5:00 am and 12:00 am.** The shuttle leaves from the exit located at the far end of the baggage claim, there is no handicap capability on the shuttle.

RESERVATIONS – The Department Headquarters will make all reservations; we will work with the Embassy Suites Hotel to arrange confirmation of your reservation. If you are sharing a room with someone else and they are not on the housing list, please let this office know.

HOTEL ROOMS - The rooms in our block are located on the summit levels. Room rates are \$115.00 plus tax, single or double with two occupants. Extra Occupant is \$25.00 per day for each additional person. Room tax is 13.0% and there is a \$2.00 per room/per night tourism tax. This means that a single or double room, plus tax will be approximately \$131.95 per night. **The Hotel requires a credit card or debt card to hold your reservation. The hotel will place a \$50.00 hold on your card each day to cover any room charges, if not used it will be refunded.**

CANCELLATION OR CHANGES ON YOUR HOUSING - If you decide to change or cancel - **YOU MUST CALL THE HOTEL DIRECT**, please contact the Department Adjutant also - If you need to change arrival or departure date - **CALL THE HOTEL**, please inform Department too - Department cannot return your deposit nor change hotel reservation arrangements; you must contact the hotel.

DELEGATES, ALTERNATES AND GUEST PACKETS – All Delegates, Alternates, and/or Guests must pay their \$25.00 registration fee to Department, upon arrival in Reno please check in with the Department Office to receive your packet and credentials.

PARKING – The hotel offers complimentary self-parking and valet parking.

LEGION CAUCUS - Sunday, Aug. 20, 2017 – 1:00 p.m. in the Sierra Room located on the Mezzanine Level (3rd Floor) of the Hotel.

AUXILIARY CAUCUS - Sunday, Aug. 20, 2017 – 1:00 p.m. in the McKinley Room located on the Mezzanine Level (3rd Floor) of the Hotel.

LEGION OFFICE – Will be in the Cascade Room 2 located on the Mezzanine Level (3rd Floor).

AMERICAN LEGION OFFICE HOURS -

- Thursday, August 17th: 2 – 4 pm
- Friday, August 18th: 8:00 – 10:00 a.m. and 1 - 3 p.m.
- Saturday, August 19th: 8:00 – 10:00 a.m. and 1 - 3 p.m.
- Sunday, August 20th: 8:00 – 10:00 a.m. and 1 - 3 p.m.
- Monday, August 21st: The office will officially close on Monday to pack up supplies.

PARADE – Will be held on Sunday, August 20th starting at 4:00p.m. The starting point for this year is the , we have been assigned to Division and we will assemble at pm. We will begin boarding the buses at pm outside of our hotel.

This year's Parade route is: Starts at and will precede down to the disbanding point at and . The reviewing stand will be on .

UNIFORM FOR TEXAS PARADE - Please bring your western hat and your Texas Flag Convention Shirt. You may order the convention shirt from our office (512/472-4138). Men should bring a pair of blue slacks or jeans. Ladies should wear blue skirts, if they are not wearing jeans.

AFTER PARADE PARTY – The Department of Nevada will host an After Parade Party, details will be provided when you arrive.

NATIONAL COMMANDER'S DINNER - Tuesday, August 22nd at 6:30 P.M. We currently have a few tickets available, check with Department Adjutant to purchase.

AMERICAN LEGION AUXILIARY STATES DINNER - Wednesday, August 23rd at 7:00 P.M. Contact the Auxiliary to purchase tickets.

SEE YOU IN RENO!

Bill West
Department Adjutant
(512) 879 - 8299

THE AMERICAN LEGION 99th NATIONAL CONVENTION
August 18 - 24, 2017
Reno, Nevada

REGISTRATION / TICKETS

Name: _____ Post # _____ Membership # _____
PLEASE PRINT

Address: _____ City & Zip: _____

Cell Phone: _____ Email: _____

REGISTRATION FEE:

Legion - \$25.00 = _____

Name: _____ Spouse / Guest - \$25.00 = _____

(All Legion Guests must register with the Legion)

NATIONAL COMMANDER'S BANQUET _____ tickets @ \$47.00 each = _____

Tuesday, August 22, 2017 (6:30 pm - 9:30pm)

Convention Center **Tickets are very limited - order early!**

TEXAS PARADE SHIRT - *Must have shirt to march in parade*

Small, Medium, Large & X Large _____ shirts @ \$45.00 each = _____

2XL _____ shirts @ \$47.00 each = _____

3XL _____ shirts @ \$49.00 each = _____

TEXAS PINS - (pack of 10 pins) _____ Bags @ \$20.00 each = _____

TOTAL = _____

Please make checks or money orders payable to The American Legion, Department of Texas. No cash will be accepted.

Please return this form with payment BY JULY 17, 2017 to:

The American Legion, Department of Texas
ATTN: National Convention
PO Box 140527
Austin, TX. 78714

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ROOM REGISTRATION FORM

The Texas Delegation will be staying at the Grand Sierra Resort and Casino in Reno, NV.

Name: _____
PLEASE PRINT

Post/Unit/Sqd # _____ Dist # _____

Address: _____

City & Zip: _____

Cell Phone: _____

Email: _____

SHARING ROOM WITH:

Name: _____
PLEASE PRINT

Post/Unit/Sqd # _____ Dist # _____

Address: _____

City & Zip: _____

Cell Phone: _____

Email: _____

Arrival Date: _____

Departure Date: _____

ROOM SELECTION: RATE: \$115.00 + \$2.00 Tourism tax + 13.0% tax = \$131.95 per night

_____ King Room/Suite - 1 or 2 person(s) **Additional persons (3- 4) are \$25.00 each**

_____ Double Room/Suite - 1 or 2 person(s)

***** Self-parking and valet parking are complimentary *****

A credit card is **REQUIRED** to hold your hotel reservation. Please complete the information below. No cash or checks will be accepted as a deposit. **THE HOTEL WILL PLACE A \$50.00 PER DAY HOLD ON YOUR CREDIT CARD AND WILL BE REFUNDED IF NOT USED.**

Name as it appears on credit card _____

MC _____ VISA _____ AMEX _____ DISCOVER _____

Credit Card No. _____ Expiration Date _____

Billing Zip Code _____ Signature _____

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