

**THE AMERICAN LEGION
DEPARTMENT OF TEXAS**

MEMO TO: AMERICAN LEGION NATIONAL CONVENTION ATTENDEES

LOCATION OF HOTEL – The Radisson Blu Minneapolis Downtown Hotel is located at 35 S. 7th St in Minneapolis, MN Phone: (612) 339-4900; <http://radissonbluminneapolis.com>. For more hotel information download the RadissonBluOnetouch app.

The hotel is approx. 12 miles from the airport. **The hotel does not offer a complimentary shuttle service.**

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 - Room rates are \$129.00 plus tax, single or double with two occupants. Extra Occupant is \$20.00 per day for each additional person. Room tax is 13.4%. This means that a single or double room, plus tax will be approximately \$146.29 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 self-parking at \$22.00 + tax per day and valet parking at \$38.00 + tax per day. Self-parking is located in the PwC Plaza Seven public parking ramp directly beneath the hotel. The parking ramp entrance is on the east side of the hotel, directly off South 7th Street between Nicollet and Hennepin avenues.

LEGION CAUCUS - Sunday, Aug. 26, 2018 – 1:00 p.m. in the located on the 2nd Floor level of the Hotel.

AUXILIARY CAUCUS - Sunday, Aug. 26, 2018 – 1:00 p.m. in the located on the 2nd Floor level of the Hotel.

LEGION OFFICE – Will be in the room located on the 2nd Floor level.

AMERICAN LEGION OFFICE HOURS -

- Thursday, August 23rd: 2 – 4 pm
- Friday, August 24th: 8:00 – 10:00 a.m. and 1 - 3 p.m.
- Saturday, August 25th: 8:00 – 10:00 a.m. and 1 - 3 p.m.
- Sunday, August 26th: 8:00 – 10:00 a.m. and 1 - 3 p.m.
- Monday, August 27th: The office will officially close on Monday to pack up supplies.

PARADE – Will be held on Sunday, August 26th starting at 4:00p.m. The starting point for this year is the corner of 5th Street and Nicollet and will end at 13th and Nicollet, we have been assigned to Division IV and we will assemble at 4:45 pm. The reviewing stand will be on the corner of St. and

Nicolett and disbanding at 13th St & Nicollet.

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 Minnesota will host an After Parade Party, details will be provided when you arrive.

NATIONAL COMMANDER'S DINNER - Tuesday, August 28th 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 29th at 7:00 P.M. Contact the Auxiliary to purchase tickets.

SEE YOU IN MINNEAPOLIS

Bill West
Department Adjutant
(512) 879 - 8299