

The American Legion – Department of Texas 2025 National Convention – Tampa Bay, FL

Registration Information & Form Instructions

Please read these instructions carefully before completing registration forms. Forms are available on our website at www.txlegion.org/conventions/national in fillable pdf format. **Registration forms are due before July 13, 2025.**

Registration Form is used for the following:

- American Legion Delegate and/or Alternate Registration
- American Legion Guest Registration
- **Hotel Reservations for all National Convention attendees**
- National Commander's Banquet Tickets

Section 1: Contact Information – Completed for all attendees.

- Please complete this section in its entirety.
- American Legion and Guests registrants should enter name as you wish it to appear on your convention badge.
- Provide an emergency contact person, someone not traveling with you in case of emergency.

Section 2: Hotel Reservations

- All reservations must be submitted through the Department before **July 13, 2025**.
- Submit only one reservation request per room, including all occupants' names.
- Texas will be housed in the Embassy Suite by Hilton Hotel, 513 Florida Ave, Tampa, FL, 33602.
- Room rate is \$149.00 + (13.5%) tax per room/per night fee for a total of \$169.12 per night for two occupants, for each extra occupant it's \$20.00 per day, per person fee. The maximum occupancy is four. Rollaway beds are not available.
- Mini refrigerators and safes are provided in every room, wi-fi is free. Check-in time is 4:00 pm and check-out time is 12:00 pm.
- You must complete *Section 3: Credit Card* of this form for all hotel reservations.
- Your credit card may be charged before you check-in for the first night deposit.
- Credit cards will be charged a one-night deposit for rooms not cancelled within 72 hours of check-in time.
- There is no Self-parking, hotel only has valet parking at \$29.00/day + tax (subject to change).

Section 3: Credit Card

- Must be completed for all hotel reservations.
- Used only for the hotel reservation, all other payments must be cash, check or money order.

Section 4: Legion Registration – Completed by all American Legion Delegates, Alternates and Guests.

- Check only one box.
- Only Delegates and Alternates need to include District and Post number.
- **Registration fee is \$35.00 per person.**
- Auxiliary and SAL Delegates, Alternates & Guests must use their organization's registration form.
- **To be Legion Delegate or Alternate you must stay in the Department Assigned Hotel for a minimum of 3 nights.**

Section 5: Tickets

- National Commander’s Banquet – Tuesday, Aug 26th, in the Convention Center. Tickets are \$65.00 each. Tickets must be ordered in advance. We are currently **SOLD OUT**
- Auxiliary States Dinner – Wednesday, Aug 27th, tickets MUST BE ordered in advance, contact the Auxiliary Department Secretary.

Section 6: Payment Information

- Complete applicable fields and submit payment with form.
- Only cash, check or money order accepted.

Department of Texas Registration at National Convention

Department Office location – Room 303, 3rd Floor

- Thursday August 22 2:00 – 4:00 pm
- Friday August 23 8:00 – 10:00 am & 1:00 – 3:00 pm
- Saturday August 24 8:00 – 10:00 am & 1:00 – 3:00 pm
- Sunday August 25 8:00 – 10:00 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.

Please see the National Convention Delegate Information Memo and the National Convention website for more details on the National Convention.