

THE AMERICAN LEGION – DEPARTMENT OF IOWA 2025 NATIONAL CONVENTION – TAMPA, FL

Registration Information & Form Instructions

Please read these instructions carefully before completing the registration forms. Forms are available on our website at www.ialegion.org/nationalconvention in fillable pdf format. Registrations are due before June 15.

Department of Iowa Registration at National Convention

Hotel Tampa Riverwalk, *Room location not yet available.*

- Thursday August 21 5:00 – 7:00 pm
- Friday August 22 9:00 – 11:00 am
5:00 – 7:00 pm
- Saturday August 23 9:00 – 11:00 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.

Form 1 Instructions

Form 1 is used for the following:

- American Legion - Delegate/Alternate/Guest Registration
- Sons of The American Legion (SAL) - Delegate/Alternate/Guest Registration
- Iowa Party Tickets
- National Commander's Banquet Tickets
- Hotel Reservations for **ALL** National Convention attendees

Section 1: Contact Information – Completed for all uses of Form 1.

- Please complete this section in its entirety.
- American Legion and SAL registrants should enter name as you wish it to appear on your convention badge.

Section 2: Registration – Completed by all American Legion Delegates/Alternates/Guests and SAL Delegates/Alternates/Guests.

- Check only one box.
- Use a separate form for each registration.
- Legion and/or SAL members need to include District and Post/Squadron number.
- All registration forms must be received by June 15.

Section 3: Tickets

- Iowa Party – Saturday, August 23 – The Iowa party has not yet been scheduled. When details become available, information will be emailed to those registered for the convention.
- National Commander's Banquet – Tuesday, August 26, Ernest N. Morial Convention Center. Tickets are \$70.00 each. Entertainment will be provided. Seating will be limited. Tickets must be ordered by June 15.

Section 4: Hotel Reservations

- Submit **ONLY ONE** reservation request per room.
- Hotel Tampa Riverwalk, 200 North Ashley Drive, Tampa, FL 33602
 - Room rate: \$129.00 + \$17.83 tax (12.5% + \$1.70 per room/night) for a total of \$146.83 per night for up to two occupants.
 - Additional occupant in the room per day is \$20.00 + tax, maximum occupancy is four (4).
 - Doubles are two full size beds – not queen size beds
 - Rollaway beds are not available.
 - Tax rate subject to change.
 - Check-in time is 4:00 pm
 - Check-out time is 11:00 am.
 - Valet parking: \$20.00/day.
- You must complete *Section 5: Credit Card* for all hotel reservations.
- All reservations must be submitted through the Department before June 15.
- ***A deposit of the first night's room rental plus tax will be charged to your credit card if cancellations are not received by the Department and provided to the hotel at least 24 hours prior to scheduled arrival. The cancellation must be acknowledged by the Department Adjutant to be considered received.***

Section 5: Credit Card

- Must be completed for room reservations.
- May be used for all payments to The American Legion.

Section 6: Payment Information

- Complete applicable fields and submit payment with form.

Form 2 Instructions

Form 2 is used for the following:

- Auxiliary Delegate/Alternate/Guest Registration
- Auxiliary Luncheon Tickets
- Auxiliary States Dinner Tickets

Section A: Contact Information – Completed for all uses of Form 2.

- Please complete this section in its entirety.
- Auxiliary registrants should enter name as you wish it to appear on your convention badge.

Section B: Registration – Completed by all Auxiliary Delegates/Alternates/Guests.

- Check only one box. Use separate forms for each registration.
- Delegates and Alternates need to include District and Unit.

Section C: Tickets

- Auxiliary Luncheon – Tuesday, August 26. Tickets are \$40.00 and must be ordered by June 15.
- States Dinner – Wednesday, August 27. Tickets are \$70.00 each and must be ordered by June 15.

Section D: Credit Card Information

- May be used for all payments to the American Legion Auxiliary.
- Complete only if paying by credit card.

Section E: Payment Information

- Complete applicable fields and submit payment with form.