

A HOUSING REQUEST FORM MUST BE SUBMITTED FOR EACH INDIVIDUAL ROOM REQUESTED!

PLEASE READ CAREFULLY!

NOTICE: Your selected Housing Location and Type is a request, ***NOT a guarantee***. Based on availability, it may become necessary to reassign your housing location, or modify your requested housing type in order to guarantee you lodging. Should this become necessary, you will be notified of such, via your housing confirmation notice. Based on availability, the number of rooms which may be reserved by a single individual, party or element may be limited (4 rooms).

E. HOUSING DEPOSIT - - - Housing requests CANNOT be processed without full payment of all applicable deposits. Deposits can be paid by check made payable to "Department of Indiana", or by acceptable (Visa, MasterCard or Discover) credit card.

1. Deposit Calculation (enter the amount applicable for the number of rooms desired)

- | | | |
|---------------------------|---|---------------------|
| a. Marriott (room) | @ | \$128.00 = \$ _____ |
| b. Fairfield Inn & Suites | @ | \$116.00 = \$ _____ |
| c. Delta Hotel | @ | \$93.00 = \$ _____ |

TOTAL DEPOSIT REQUIRED: \$ _____

F. FALL CONFERENCE OFFICE HOURS - - -

1. The Conference on-site office hours for the Department Headquarters, Membership and Program offices will be;

- a. Friday - - -
Open 1:00 p.m. - 4:30 p.m.
- b. Saturday - - -
Open 8:00 a.m. - Noon
Closed Noon - 1:00 p.m. (lunch)
Open 1:00 p.m. - 4:30 p.m.
- c. Sunday - - -
Closed

*** * * * * FINAL NOTE! * * * * ***

- ✓ Housing Request forms **MUST** be filled out COMPLETELY! Failure to do so may cause processing delays, which might jeopardize your chances of receiving your desired housing. **DO NOT contact the hotel directly to make reservations or special requests.**
- ✓ Conference Housing Request forms **MUST** be received by Department **no later than Friday, September 14, 2018, or before the contract room block is full, whichever is first.**
- ✓ **The hotel will issue housing confirmation notices, by e-mail ONLY, approximately 14 calendar days prior to the Fall Conference. It is suggested that you bring your confirmation receipt with you to check-in.**
- ✓ Your request form and payment check or credit card, **DO NOT SEND CASH**, should be mailed to

Department of Indiana
Attn: Fall Conference
5440 Herbert Lord Road
Indianapolis, IN 46216

If paying by credit card, you may submit your request form and payment on line at www.indianalegion.org. It may also be submitted by fax to (317) 237-9891 or emailed to Department staff at communications@indianalegion.org.

**HOUSING REQUEST SUBMISSION DEADLINE IS FRIDAY, SEPTEMBER 14, 2018,
OR UNTIL THE CONTRACT ROOM BLOCK IS FULL, WHICHEVER IS FIRST!**