



**VFW 120th NATIONAL CONVENTION HOUSING
Rosen Plaza Hotel
Orlando, Florida – July 20-24, 2019**

TO: Department Adjutants/Quartermasters
FROM: National Convention Office, VFW
SUBJECT: Convention Housing
DATE: February 8, 2019

The housing assignments for Orlando have been finalized. You may now contact the hotel regarding any hospitality arrangements by contacting – Olga Torres – oltorres@rosenplaza.com - #407-996-1718

If you are making housing reservations for your department staff/officers, please fill out the attached form and fax it to VFW/Orchid #801-355-0250. On-line access will **not** be open until **February 15**.

Please review the hotel's smoking policy with your hotel contact.

If you need to know the amenities for your hotel, the phone number is 407-996-9700 – www.rosenplaza.com

Housing for the 120th National Convention will officially open on **February 15, 2019**. The special convention rates (shown below) are available until **June 14** or until our block of rooms sells out. As a reminder, we recommend not waiting until hotel cut-off as there are no guarantees there will be rooms available by that time. **It is always easier to release a room, than it is to get one at the last minute.**

Rates for: Tax: 12.5%

Single/double: \$125

Triple: \$145

Quad: \$165

Suites: *Hospitality suites; (based on availability \$125 per night plus tax)*

Parking: Complimentary Self-Parking

The hotel is offering 20% over hotel's costs for bottles of liquor purchased from the hotel for use strictly in the VIP Suite or Hospitality Suite. This does not include meeting spaces, beer or wine. All other alcoholic beverages will be at the hotel's published prices.

You may duplicate the housing form for general use in your Department. The housing bureau requires a **separate form for each room reservation**. Housing forms along with department housing assignments are being mailed to Post Quartermasters with the election report mailing. An electronic version will be available 2/15 on www.vfw.org

No individual, other than the VFW Department, will be able to block more than 5 rooms under one name unless authorized by the VFW department.

Please be advised as a result of your final Department room block pick-up your department may be eligible for comp rooms based on the amount provided by the hotel contract. It is your responsibility to work directly with the hotel to determine the distribution of these comp rooms **prior to your leaving the hotel at the end of the convention**. There are no guarantees you will receive your comps if you do not handle this prior to leaving the hotel at the end of the convention.

cc: Department Commander
Department Sr. Vice Commander
Hotel
VFW Housing bureau