

ROOM RESERVATION INFORMATION

***135th SUPREME CONVENTION
St. Louis, Missouri
August 1-3, 2017***



***Please make your Room reservations online at:
WWW.KOFC.ORG/RESERVATIONS***

Those unable to register online can call directly to make their reservations:
General Office: 203-752-4334

This information has been prepared with the intent of assisting you in making arrangements to attend the 135th Supreme Convention in St. Louis, Missouri.

- ✓ All convention events will take place in the America's Center Convention Complex.
- ✓ Three hotels, adjacent to the America's Center, will house attendees.
- ✓ The Marriott St. Louis Grand Hotel will house most official delegates, and the Magnolia Hotel and Embassy Suites will provide the remaining housing needs.
- ✓ Reservations are due no later than June 30, 2017.
- ✓ After June 30, rooms will be assigned based on space availability only.
- ✓ Reservations must be made online, or by contacting the Supreme Council Office. The hotel will not accept reservations directly.
- ✓ The assigned hotel will send reservation confirmations via email, to the email address provided when making the reservation.
- ✓ Arrival and departure dates can be changed online - www.kofc.org/reservations.
- ✓ Suites are not available to individual attendees.
- ✓ Cancellations must be done through the Supreme Council Office, by calling (203) 752-4243 no later than 3 days before your arrival.

<<< *Delegate and State Council information on reverse side* >>>

Delegates

- ✓ In order to receive per diem, delegates must stay at a convention hotel.
- ✓ Delegates to the Supreme Convention should not register online until their State Deputy has submitted the form #111, and it is processed at the Supreme Council. Failure to wait will result in online system not recognizing the attendee as a Delegate.
- ✓ Delegates will be reimbursed based on section 27 of the Charter Constitution Laws.

State Council

- ✓ Hospitality Suites cannot be ordered online.
- ✓ Make sure those persons staying in a suite complete a Name Badge request in the online registration application.
- ✓ Do not submit an online room reservation for those people staying in the suite.
- ✓ State Councils requiring suite accommodations should complete the Suite Reservation Form.
- ✓ Suites will be assigned to State Councils based on Circle of Honor standings as of June 30, 2017.
- ✓ State Councils that wish to set up their own master account with the Marriott St. Louis Grand Hotel must complete a credit application.