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## 2008 LULAC National Convention & Exposition

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### SPONSOR CHECKLIST

- Agreement Form:** Please sign and fax to (202) 833-6135 as soon as possible.
- Payment:** Make checks payable to 2008 LULAC National Convention and send by 6/15/08.
- Exhibit:** Please complete and send [exhibit agreement](#) by 6/15/08.
- Advertisement for Convention Program:** Send [advertising form](#) and artwork or disk by 6/15/08 or fax advertising form and email artwork to [LJOlmos@LULAC.org](mailto:LJOlmos@LULAC.org).
- Registration Forms:** Please send or fax completed pre-registration forms by 6/15/08.
- Registration Giveaways:** If you wish to include giveaways in our registration bags please send 3,000 pieces so that they arrive before June 22, 2008 to:

LULAC National Convention  
Show Management Materials  
**REGISTRATION AREA**  
HARGROVE, INC.  
Your Company Name  
One Hargrove Drive  
Lanham, MD 20706  
301-306-9000  
Fax: 301-306-9318

**Please note** that this is not the address to send materials for your exhibit booth. Instructions for sending these materials will be included in your exhibitor kit.

- Sponsored Function Premiums:** If you wish to include premiums for your sponsored event please send 900 **Premium Items** to the address above marking your company name and sponsored event clearly on the packages in place of Show Management Materials. Please note that we do not allow flyers and brochures to be distributed on the tables or chairs of our meal events. Brochures and information flyers may be included in registration bags and are reserved for Sponsors and Partners **ONLY**.
- Company Logo, Banner or Video:** If you are sponsoring a function in ballroom at the convention center, LULAC can project your logo on screen if you email a Encapsulated PostScript (EPS) version of it to us at [JTrasmonte@LULAC.org](mailto:JTrasmonte@LULAC.org). If you are sponsoring an event outside the ballroom, please send a banner by June 15, 2008 to Brent Wilkes, LULAC Convention Coordinator at the above address with your company name and sponsored event clearly indicated on the package. If you are showing a commercial video spot during the Presidential Awards Gala, please mail a DVD copy to Brent Wilkes at the LULAC National Office by 06/15/2008.
- Corporate Representative:** Please contact Brent Wilkes at (202) 833-6130 or by email at [BWilkes@LULAC.org](mailto:BWilkes@LULAC.org) to confirm the representative who will give sponsor remarks for your chosen event by June 15, 2008. Please provide the name and title of the person accepting the recognition at the event and also a point of contact with email and telephone number.
- Corporate Alliance Meeting:** Please contact Maritza Bosques at (202) 833-6130 or by email at [MBosques@LULAC.org](mailto:MBosques@LULAC.org) to confirm your attendance for the LULAC Corporate Alliance meeting from 2 pm to 4 pm on Thursday, July 10, 2008.

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Washington, DC • July 7—July 12, 2008

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- Hotel Reservations:** Please make your hotel reservations as soon as possible—we expect our block to fill up quickly:

### **Headquarter Hotel**

#### **Hilton Washington**

1919 Connecticut Avenue NW  
Washington, DC 20009  
Reservations: 1-800-445-8667  
Main: (202) 483-3000  
Fax: (202) 232-0438

Rates: Currently \$154 for Single, Double, Triple and Quad.

- Air Transportation:** The following airlines will offer special discounts to our attendees:

#### **American Airlines**

(800) 433-1790  
Discount # A2278AL

[www.aa.com](http://www.aa.com)

#### **Continental** (800) 468-7022

Discount Code # ZCXCD68GV6

[www.continental.com](http://www.continental.com)

#### **Southwest Airlines**

(800) 435-9792

[www.southwest.com](http://www.southwest.com)

- Convention Services Company:** Please contact for all your expo needs:

#### **Hargrove Inc.**

One Hargrove Drive,  
Lanham, MD 20706  
Phone: 301-306-4627  
Fax: 301-731-5438  
[customerservice@hargroveinc.com](mailto:customerservice@hargroveinc.com)