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## 2009 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 2009 LULAC National Convention and send by 6/15/09.
- Exhibit:** Please complete and send [exhibit agreement](#) by 6/15/09.
- Advertisement for Convention Program:** Send [advertising form](#) and artwork or disk by 6/15/09 or fax advertising form and email artwork to [CEspinoza@lulac.org](mailto:CEspinoza@lulac.org).
- Registration Forms:** Please send or fax completed pre-registration forms by 6/15/09.
- Registration Giveaways:** If you wish to include giveaways in our registration bags please send 3,000 pieces so that they arrive before June 1, 2009 to:  

LULAC National Convention Show Management Materials <b>REGISTRATION AREA</b> HARGROVE, INC. Your Company Name One Hargrove Drive Lanham, MD 20706 301-306-9000 Fax: 301-306-9318	<b>Please note</b> 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.
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- 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 [CEspinoza@lulac.org](mailto:CEspinoza@lulac.org). If you are sponsoring an event outside the ballroom, please send a banner by June 15, 2009 to Chris Espinosa, LULAC Director of Special Projects 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 Chris Espinosa at the LULAC National Office by 06/15/2009
- Corporate Representative:** Please contact Chris Espinosa at (202) 833-6130 or by email at [CEspinoza@lulac.org](mailto:CEspinoza@lulac.org) to confirm the representative who will give sponsor remarks for your chosen event by June 15, 2009. 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 David Perez at (202) 833-6130 or by email at [DPerez@lulac.org](mailto:DPerez@lulac.org) to confirm your attendance for the LULAC Corporate Alliance meeting from 2 pm to 4 pm on Thursday, July 16, 2009.

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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**

#### **Caribe Hilton**

San Gerónimo Grounds  
Los Rosales Street  
San Juan, Puerto Rico 00901  
Reservations: (800) 774-1500  
(800) 468-8585  
Main: (787) 721-0303  
Fax: (787) 725-8849

[www.hiltoncaribbean.com/sanjuan/](http://www.hiltoncaribbean.com/sanjuan/)

Rates: \$195 for Single, Double, Triple and Quad. The cut-off date for the group rate is 6/8/2009.

#### **Condado Plaza**

999 Ashford Avenue  
San Juan PR 00907  
Reservations: (866) 317-8934  
(787) 721-1000  
Fax: (787) 722-7955

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

Rates: \$172 for Single, Double, Triple and Quad. Corner Suite Single \$215, Double \$225. The cut-off date for the group rate is 6/20/2009.

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

#### **American Airlines**

(800) 433-1790  
Promotion Code: *to be announced*

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

Offer Code # *to be announced*

[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)