
2012 LULAC National Convention & Exposition

SPONSOR CHECKLIST

- Agreement Form:** Please sign and fax to Silvia Perez-Rathell at (202) 833-6135 as soon as possible.
- Payment:** Make checks payable to 2012 LULAC National Convention and send by 6/1/12.
Federal agencies use DUNS #789553372 "LULAC Institute, Inc." DBA LULAC National Convention
- Exhibit:** Please complete and send [exhibit agreement](#) forms to mmarsans@lulac.org by 6/1/12.
- Advertisement for Convention Program:** Send [advertising form](#) and artwork or disk by 6/1/12 or fax advertising form and email artwork to SPerez@lulac.org
- Registration Forms:** Please send or fax completed pre-registration forms to VTrasmonte@LULAC.org by 6/1/12.
- Registration Giveaways:** If you wish to include giveaways in our registration bags please send 3,000 pieces so that they arrive before June 1, 2012 to:

LULAC National Convention Show Management Materials REGISTRATION AREA c/o HARGROVE, INC.	Your Company Name: 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.
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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 the ballroom at the convention center, LULAC can project your logo on screen if you email an Encapsulated PostScript (EPS) version of it to Jorge Trasmonte, LULAC Director of Technology, at JTrasmonte@LULAC.org. If you are sponsoring an event outside the ballroom, please send a banner by June 1, 2012 to Mario Marsans, LULAC Coordinator 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 Jorge Trasmonte at the LULAC National Office by June 1, 2012.
- Corporate Representative:** Please contact Silvia Perez-Rathell at (202) 833-6130 or by email at SPerez@LULAC.org to confirm the representative who will give sponsor remarks for your chosen event by 6/1/12. Please provide the name and title of the person accepting the recognition at the event and also a point of contact with email and cell phone number.
- Corporate Alliance Meeting:** Please contact David Perez at (202) 833-6130 or by email at DPerez@lulac.org to confirm your attendance for the LULAC Corporate Alliance meeting from 2 pm to 4 pm on Thursday, June 28, 2012.

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

Disney's Coronado Springs Resort
1000 West Buena Vista Drive
Lake Buena Vista, FL 32830
(407) 939-1000

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

American Airlines

Discount code: 4162AY

(800) 433-1790

www.aa.com

Continental

Z Code: ZMKR

Agreement Code: 214655

(800) 468-7022

www.continental.com

Southwest Airlines

(800) 435-9792

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

exhibitorservices@hargroveinc.com