
2007 LULAC National Convention & Exposition

SPONSOR CHECKLIST

- Agreement Form:** Please sign and fax to (202) 833-6135 as soon as possible.
- Payment:** Make checks payable to 2007 LULAC National Convention and send by 6/15/07.
- Exhibit:** Please complete and send [exhibit agreement](#) by 6/15/07.
- Advertisement for Convention Program:** Send [advertising form](#) and artwork or disk by 6/15/07 or fax advertising form and email artwork to LJOlmos@LULAC.org.
- Registration Forms:** Please send or fax completed pre-registration forms by 6/15/07.
- Registration Giveaways:** If you want to include giveaways in our registration bags please send 2,500 of them so that they arrive before June 22, 2007 to:

LULAC National Convention
Show Management Materials
REGISTRATION AREA
HARGROVE, INC.
Your Company Name
c/o Yellow Freight
10301 South Harlem Avenue
Chicago Ridge, IL 60415

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 want to include premiums for your sponsored event please send 800 **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 should be included in the registration bag are reserved **ONLY** for Sponsors and Partners.
- 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 postscript version of it to us at ERomo@LULAC.org. If you are sponsoring an event outside the ballroom, please send a banner by June 15, 2007 to Erika Romo, 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 Erika Romo at the LULAC National Office by 06/15/2007.
- Corporate Representative:** Please contact Erika Romo at (202) 833-6130 or by email at ERomo@LULAC.org to confirm the representative who will give sponsor remarks for your chosen event by June 15, 2007. 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 Erika Romo at (202) 833-6130 or by email at ERomo@LULAC.org to confirm your attendance for the LULAC Corporate Alliance meeting from 2 pm to 4 pm on Thursday, July 12, 2007 at the convention center.

Chicago, Illinois • July 9—July 14, 2007

2007 LULAC National Convention & Exposition

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

Headquarter Hotel

Hyatt Regency Chicago

151 East Wacker Drive
Chicago, IL 60601
312-565-1234-Main
Fax: 312-239-4414

www.chicagoregency.hyatt.com

Rates: \$149 for Single, Double, Triple and Quad.

Cut-off date is 6/16/2007. Cancellations must be made **one month prior** to arrival to avoid charges.

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

American Airlines

(800) 433-1790
Discount #A5577AC
www.aa.com

Continental (800) 468-7022

Discount Code # CD75C7
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
customerservice@hargroveinc.com