

# AITP 2008 National Collegiate Conference

## March 27-29, 2008 – Memphis, Tennessee

### Sponsor/Exhibitor Details

(as of March 12, 2008)

Thank you once again for participating as a sponsor and/or exhibitor at the 2008 AITP National Collegiate Conference. We are expecting over 650 IT college and university students, faculty and IT professionals from all over the country and a total attendance head-count of approximately 750! Here is some additional information to help plan your trip and participation in our event and do not hesitate to ask any questions or for points of clarification.

Conference Registration: Registration, exhibits, meals and all conference sessions will be in the hotel's meeting floors which are on the 2<sup>nd</sup> floor meeting space (East Mezzanine) of the Memphis Peabody Hotel.

Shipping of Materials\*: **Peabody Hotel**  
*\*Please schedule all materials to arrive March 25-27, 2008* **AITP Conference (Attn: Kevin Jetton)**  
**149 Union Avenue**  
**Memphis, TN 38103**

Exhibit Schedule:	Setup	Friday	3/28/2008	7-9am
	Exhibits	Friday	3/28/2008	9am-4pm
	Exhibits	Saturday	3/29/2008	9am-noon
	Tear-Down	Saturday	3/29/2008	noon-2pm

Lodging: Memphis Peabody Hotel 1-800-PEABODY  
149 Union Avenue 901-529-4000  
Memphis, TN 38103 \$129/night single/double  
\*The AITP room block cut-off is March 5, 2008!  
<http://www.aitp.org/ncc/ncc2008/aitp/ConfHotel.html>

Suggested Attire: Conference: Business Casual or Business  
Banquet: Business or "Evening Wear"

Ground Transportation: <http://www.aitp.org/ncc/ncc2008/aitp/travel.html>

Additional Information: <http://www.aitp.org/ncc>

When you check-in at the conference registration desk, a diagram and your booth assignment will be provided. Any special needs like power needs to be requested if you have not done so already. Any charges over the basic set (skirted table, two chairs and power) will be the responsibility of the exhibitor. Wireless internet and a nearby/convenient job candidate interview area will be available for your use and convenience.

Lastly, a VIP reception for all sponsors and exhibitors along with attending IT faculty, IT professionals, AITP association board-of-directors invited selected guests will occur Friday, March 28, 2008 from 5:30-7:30pm on the famous rooftop terrace of the Memphis Peabody Hotel! Invitations will be provided at the registration table! On behalf of the AITP National Collegiate Conference Committee – we are looking forward to seeing you in Memphis!

Sincerely,

*Kevin Jetton*

Kevin Jetton, AITP National Collegiate Conference Director  
210-275-2062 (cell # and available onsite!) [kjetton@satx.rr.com](mailto:kjetton@satx.rr.com)

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Here are your conference opportunities to maximize your sponsorship and exhibitor entitlements:

#### **Sponsors & Exhibitors**

1. 8.5x11 flyer in our attendee “program guide” (deadline is 3/19/2008)
2. Attendee goody bag stuffer items (quantity of 900). Be sure to let me know exactly what the item(s) are so that we can make sure that they get in the bags. This is especially important so as to not confuse it with any of your exhibit booth promotional products.
3. An interview room/area will be made available during the conference for your convenience.
4. You are invited to be our guest for ALL the conference meals and the Friday Night VIP reception with the exception of the Saturday night awards banquet which is included in the Sponsor entitlements but not for the “exhibitor only” entitlement package.
5. Wireless internet will be available in the exhibit area
6. If you want to donate any door prizes for the conference attendees, we will include them with our drawings at food functions and recognize your organization as the donator!
7. ALL package handling charges assessed by the hotel will be your responsibility. As we all know – these costs have escalated over the years and the AITP NCC can no longer absorb these charges which vary greatly by organization and what/how much is shipped.
8. Conference Meal Plan: \*Note: Everyone is invited to the Friday night VIP Reception!
  - a. Sponsors: Up to FOUR (4) booth staff member meal plans and TWO (2) Saturday night (3/29/2008 6-9pm) awards banquet VIP reserved seats which includes an appearance opportunity for contest winner announcements and photos
  - b. Exhibitors: TWO (2) event staff meal plans and does not include the awards banquet. Additional exhibitor meal plans can be purchased for an additional \$50 per person due to constantly rising food costs

#### **Sponsors Only**

1. Your logo on all conference signage, banquet programs and attendee program guide
2. Optional “active” participation in your sponsored conference contest event working directly with our volunteer contest coordinators. Be sure to let me know ASAP!
  - a. Help compose the problem statement
  - b. Review the problem statement
  - c. Appearance opportunity during the beginning of the contest to welcome and thank the contestants. You can optional give all contestants a logo’ed item as well!
  - d. Provide onsite judges to determine the winners
3. Opportunity to provide your company logo items to contest winners
  - a. Maximum of 6 “premium” items to the 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> place winners
  - b. Maximum of 14 “regular” items for up to 7 honorable mention winners
  - c. Contest teams consist of one or two IT student contestants with the exception of the Application Development contest which has a maximum team size of four students.

#### **Key Dates for All Sponsors & Exhibitors**

#	Key Date	Item Description
1	3/19/2008	Deadline for 8.5x11” flyer for Attendee Program Guide
2	3/19/2008	Deadline for all exhibit booth staff members for name badges
3	3/19/2008	Deadline for exhibitor special needs (internet, LCD, Screen.....)
4	3/25/2008	All “attendee goody bag stuffer items” delivered to Memphis
5	3/27/2008	All exhibit booth & materials delivered to Memphis
6	3/27/2008	Confirm attendees for all food and exhibit functions

\*Refer to the separate key dates and Name submission forms to make things easier!

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**PEABODY HOTEL PACKAGE HANDLING INFORMATION**

The Peabody offers package and box handling for our guests and groups. The following information explains the method and prices for all packages. Please read this document carefully and contact Marjorie Trott (see information below) to discuss your box handling needs.

All boxes and packages are received through the hotel's Package Services Department. Each package will be processed with our package track-it system upon arrival. Their Guest Package Department will handle the billing instructions on the form.

Packages should arrive at the hotel no more than three days prior to the guest or group's arrival date which means all packages should arrive Mon 3/24-Thu 3/27/2008. The Peabody has very limited storage space. Note that any box remaining in the hotel more than one day after an event will be shipped back to the sender and billed to the sender.

To ship packages out of the hotel, you will need to complete your Shipping Form, available from our Package Handling office at extension 3642 and our conference registration desk will have some as well. Packages must be properly wrapped and addressed, including airbill, for shipment with Peabody shipping form attached before the hotel will process them for shipment. If a freight shipper will be coming to the hotel to deliver or pick up, those arrangements should be made in advance through the hotel contact. Any freight shipper must use our loading dock and follow the hotel's load in and load out procedures.

**Peabody Hotel Package Price Schedule**

Letters (including Fed Ex Overnight).....	\$5 per item
Boxes.....	\$.50 per pound or \$8 minimum
Pallets (for non-trade show events).....	\$85**
Weekend Receipt of Pallets.....	\$140**
Storage Charges.....	No charge for 3 days
4 or more days storage.....	\$7 per box

\*\*Plus box charges per pound

**Peabody Hotel Point of contact:**

Marjorie Trott, Conference Manager  
The Peabody Memphis  
149 Union Ave  
Memphis, TN 38103  
marjorie.trott@peabodymemphis.com  
(901) 529-4198 (voice)  
(901) 529-3629 (fax)