



## 12<sup>th</sup> National P-Cards on Campus Conference

February 22-25, 2009 • Las Vegas, NV • Harrah's Las Vegas Hotel & Casino

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A CONFERENCE DESIGNED BY HIGHER EDUCATION FOR HIGHER EDUCATION

### You Are Cordially Invited To Be A Part Of It All!

Payment cards for purchasing, travel and fleet in addition to credit and debit cards are changing how schools do business. Purchasing cards are streamlining the purchasing process and reducing procurement costs. Travel cards are being combined with Purchasing cards to simplify the payment process. Programs implemented even just a few years ago are being reworked to take advantage of new technologies/practices.

Our National P-Cards on Campus Conference will delve into these and additional card topics. It has been designed by Higher Education for Higher Education. It will cover all aspects of purchasing card programs on campus so schools will leave with the tools necessary to plan, implement or enhance their P-Card program.

A conference fact sheet is enclosed for your perusal. Also enclosed are materials highlighting a variety of ways that your organization can become involved as a vendor at the National P-Cards on Campus Conference, along with a conference registration form.

This year's conference is being held at Harrah's Las Vegas Hotel & Casino in Las Vegas, NV. Space is limited, so please return your registration form and check as soon as possible. PDG regrets that we cannot hold vendor display exhibit space unless we are in receipt of your exhibitor payment.

For additional information, please see the enclosed information or feel free to phone us at 800-488-6341.

Sincerely,

Jason P. Beard  
President & CEO  
Professional Development Group II, Inc.

#### Why Attend?

- Over 240 people
- Over 20 concurrent and general sessions
- Almost 20% growth
- Full exhibit hall

For a schedule of our other events and more information please visit [www.prodev.com](http://www.prodev.com).



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**PDG: Who are we?** The company was founded in 1986. Since then we have established conferences that are national in scope. Each year we host two Student Loan Receivables /Collection Conferences, The College & University Bursar Conference and this conference. In addition, PDG offers a variety of consulting, meeting planning, seminar and association management services.

**Who/How many schools will be participating in the conference?** We expect over 240 people. They will be from private, public and proprietary colleges, universities, trade and technical schools throughout the United States — typically from all 50 states.

**What exhibitors will be attending?** In the past, participating exhibitors have included credit card associations, banks, software companies, e-commerce, banks and processors.

### CONFERENCE HOTEL

Stay at the luxurious Harrah's Las Vegas at the heart of the Strip and discover the most exciting resort in Las Vegas. The resort has over 2,500 beautiful rooms and suites, 86,664 square feet of casino space, seven outstanding restaurants, a sparkling outdoor swimming pool, a luxurious spa, state-of-the-art health club, full-service beauty salon, a unique variety of retail options and, of course, entertainment. Harrah's is located at 3475 Las Vegas Blvd South, Las Vegas, NV 89109.

**Hotel Rate:** \$149 single/double

**Hotel Reservations:** In order to receive this rate call (888) 458-8471. Make sure you mention you are attending PDG's P-Cards Conference. This rate extends three days prior to the conference dates and three days after. Please make your reservations early in order to avoid disappointment.

### CONFERENCE TRANSPORTATION

All car rental rates are good at least 72 hours before and after the conference for the benefit of those of you who wish to extend your stay.

**Contact Avis Rental at 800-331-1600 and mention code # J097836 or visit [http://www.prodev.com/car\\_rental](http://www.prodev.com/car_rental).**

### BOOTH SETUP / REMOVAL AND SHIPPING INFORMATION

Conference setup begins Sunday, February 22, 2009 and goes from 3:00 p.m. until 6:00 p.m. All displays must be broken down by noon on Wednesday, February 25, 2009. Conference materials and booths should be shipped to the following address:

Harrah's Las Vegas Hotel & Casino

3475 Las Vegas Blvd South

Las Vegas, NV 89109

*Hold For: PDG P-Cards on Campus Conference*

*Your Company Representative – Your Company Name*

### EXHIBIT HOURS

Exhibit hours start on Monday morning at Breakfast. The exhibit hall is located in the same room with all food functions except the reception.

The major traffic at booths will be during the breakfasts, lunches, and breaks. Please see the brochure schedule for these times at [www.prodev.com](http://www.prodev.com).

### CANCELLATIONS / SUBSTITUTIONS / REFUNDS

If you plan to have two or more people attend for only part of the conference and substitute others for the balance of the conference, you must pay registration fees for the additional people — registration fees are not transferable mid-conference.

Requests for refunds will be honored only if notification of cancellation is received in writing (by fax or mail) by February 3, 2009. Cancellation by telephone is not sufficient. Registrants who fail to cancel will not be refunded the registration fee. A \$50 administrative fee will be charged for all cancellations. No refunds will be honored after the conference. Substitutions may be made if registrants cannot attend. Please notify PDG of substitutions by telephone (812) 339-6374, fax (812) 339-0138 or e-mail [info@prodev.com](mailto:info@prodev.com).

Approximately 2 weeks before the conference, PDG will send each **Sponsor/Exhibitor (but not Attending Non-Display Vendors)** a current list of conference registrants. No refunds will be made to Sponsors/Exhibitors who cancel after that time. Space is limited; we suggest that you register as soon as possible.

### DRESS CODE

We recommend business casual dress for the conference.



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### VENDOR PARTICIPATION LEVELS

#### Exhibitor • \$1,650

The fee includes 2 conference registrations, 1 exhibit space, 2 continental breakfasts, 2 luncheons, 1 breakfast buffet, 1 reception, all refreshment breaks, all conference materials and inclusion in the Sponsor/Exhibitor Fact Sheet. Exhibitors wishing to bring **additional** representatives may do so by paying an additional \$650 per person. Exhibitor registration fees **do not** include admission to the Sunday afternoon workshop or refreshment break. Exhibitors will be limited to tabletop displays. This policy will be strictly enforced.

#### Attending Non-Display Vendor • \$900

The registration fee for an **Attending Non-Display Vendor** is \$900. The fee includes 1 regular conference registration, all conference materials and admission to all sessions and functions. **Not included are** exhibit space or inclusion in the Sponsor/Exhibitor Fact Sheet. Attending Non-Display Vendor registration fees **do not** include admission to the Sunday afternoon workshop or refreshment break.

#### Sponsor

All sponsors are included in the Sponsor/Exhibitor Fact Sheet.

#### The Sponsor/Exhibitor Fact Sheet

We at PDG believe that you, the Sponsor/Exhibitor, are special and vital to the success of our conferences. It is our policy to extend every courtesy to our Sponsors/Exhibitors. One way we express our appreciation is by publishing a Sponsor/Exhibitor Fact Sheet and making it available in the conference packet. If you plan to sponsor or exhibit, please return an electronic document (sorry, no trademarks or logos) of 100 words or less (PDG reserves the right to edit for length) headed by company name, mailing address, phone and fax numbers, a paragraph containing a **brief** description of your services, etc. and names and titles of representatives attending the conference. Please return the information along with your completed registration materials (e-mail to: [info@prodev.com](mailto:info@prodev.com)). Only Sponsors and Exhibitors are eligible for inclusion — Attending Non-Display Vendors are not. Information must be received by January 15, 2009.

### SPONSORSHIP LEVELS

#### Gold Standard Sponsorship • \$11,000

Company logo on front cover of brochure (must commit by November 9, 2008 to receive this benefit); company logo on conference signage; pre-release list of attendees via e-mail (3 weeks prior to the conference); 1 exhibit space and 3 conference registrations (priority selection of booth space); and, receive credit as the Monday reception sponsor. This premier sponsorship is limited to 1 company from each specialty (no competitors allowed). Please call to check availability of the Gold Sponsorship at 812-339-6374.

#### Silver Standard Sponsor • \$5,500

Company logo on back cover of brochure (must commit by November 9, 2008 to receive this benefit); company logo on session posters for each session of the conference; pre-release list of attendees via e-mail (2 weeks prior to the conference); 1 exhibit space and 2 conference registrations; and, receive credit as the sponsor for 2 lunches. Silver Sponsorship is limited to a maximum of 5 companies.



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### SPONSORSHIP OPPORTUNITIES

#### **Note Pads • \$600**

Note Pads provided by sponsor: Given to attendees in conference materials.

#### **Pens • \$300**

This is a great way for your company to get exposure in the conference materials. Your company provides us with enough pens to be inserted into each conference tote bag. This is approximately 200 pens.

#### **Promotional Piece Insert • \$300**

The promotional insert is a great way to promote a specific product or service to our attendees. Each conference tote bag contains a conference book. The promotional inserts are inserted into the book. The insert is located on top of all other materials and is one of the first items attendees see when they open the book. Your promotional piece may be full color and double sided but must be provided to PDG a week before the conference dates.

#### **Web Banner • \$500**

Placing a banner on our web site provides a unique exposure opportunity. Our web site is a hub of information to colleges and universities. Participants who visit PDG's web site ([www.prodev.com](http://www.prodev.com)) are looking for information about this conference, vendor resources, publications, and general information. Placing a banner allows you to reach approximately 2,000 people a month who visit the site. The banner can be linked directly to your company's web site. This allows you to tailor what information these people view when they arrive at your site. And, it's good for 12 months! It's less expensive than a magazine ad, more versatile, and can be modified up to 3 times in a year without any additional charges. For more information, contact Jason Beard at 800-488-6341 or [info@prodev.com](mailto:info@prodev.com). Banner image specifications are 2 x 6 inches or 432 x 144 pixels.

#### **Wireless Internet • \$500**

Help our attendees stay connected to the office by sponsoring free wireless internet for the three days of the meeting! PDG provides the equipment and any technical support. Signage includes handout book and poster in Exhibit Hall.

#### **USB Drives**

Provide your company's USB Drive to attendees • \$500

PDG will produce and provide USB Drives with your corporate logo for the event • \$1,200

Provide our attendees with a USB thumb drive as a great gift and a way to support the green initiative.



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### CONFERENCE REGISTRATION FORM (PAGE 1 OF 2)

**INSTRUCTIONS** Please return this form, your paragraph for the Fact Sheet and check payable to:

Professional Development Group II, Inc. • 116 S. Madison St., Suite A • Bloomington, IN 47404

Fax Registrations to 812-339-0138 • Federal ID#: 20-1758459

#### COMPANY INFORMATION

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Http: \_\_\_\_\_

SPONSOR/EXHIBITOR	PRICE		QTY.		TOTAL
Exhibitor <i>(2 conference registrations and 1 exhibit space)</i>	\$1,650	x		=	
Exhibitor Additional Registrant	\$650	x		=	
Attending Non-Display Vendor	\$900	x		=	
Note Pads	\$600	x		=	
Web Site Banner <i>(good for 12 months)</i>	\$500	x		=	
Wireless Internet	\$500	x		=	
Promotional Piece Insert	\$300	x		=	
Writing Pens	\$300	x		=	
USB Drive: Provided by Sponsor	\$500	x		=	
USB Drive: Provided by PDG	\$1,200	x		=	
<b>GRAND TOTAL</b>					

SPONSORSHIP LEVELS	PRICE			TOTAL
Gold Standard Sponsorship <i>(includes logo on front cover of brochure*)</i>	\$11,000*			
Silver Standard Sponsorship <i>(includes logo on inside cover of brochure*)</i>	\$5,500*			
<b>GRAND TOTAL</b>				

\*Sponsor/Exhibitor must commit by brochure press time to receive company name and logo on brochure.

**PDG PRIZE/GIVE AWAY POLICY:** PDG is implementing a new door prize/give away policy for all events due to recent concerns with inducements. Exhibitors/Sponsors may bring give aways and informational items of \$5 value or less. PDG will not be presenting any door prizes for exhibitors during the event.



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### CONFERENCE REGISTRATION FORM (PAGE 2 OF 2)

Please use a business card if all information below is included. Please note if name for badge is different.

*If additional Attendee registrations are needed, please make a copy of this page.*

COMPANY NAME \_\_\_\_\_

#### ATTENDEE #1

Name \_\_\_\_\_

Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

#### ATTENDEE #2

Name \_\_\_\_\_

Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

#### ATTENDEE #3

Name \_\_\_\_\_

Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

#### ATTENDEE #4

Name \_\_\_\_\_

Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_