



# Private Placement Industry Forum (PPIF 2025)

Affiliate Meeting Guideline

# General Notes and Information

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**Audio Visual:** All AV needs must be contracted directly with Encore AV. 4th Floor Guest Level Meeting rooms have a TV mounted to the wall. If you would like to connect a laptop, please bring your own HDMI cable. Outdoor cabanas do not support high speed internet for streaming.

**Catering Deadlines:** *Tuesday, January 21<sup>st</sup>* - Final day to place Food and Beverage orders. Orders placed after this deadline will be Chef's Choice.

*Friday, January 31<sup>st</sup>* - Final guarantee is due. No cancellations or reductions can be made after January 30th.

**Catering Terms & Conditions:** Banquet event orders must be returned signed for your food and beverage to be considered confirmed. No cancellations or reductions can be made after January 30<sup>th</sup>.

Food and beverage for affiliate meeting spaces (cabanas, standard meeting rooms, guest level meetings rooms and suite) are not available on a consumption basis.

No outside food and beverage is permitted.

**Catering Payments:** Full prepayment is required upon receipt and signature of event orders, prior to the start of the conference. A credit card must be on file for any on-site additions.

**Service Times:** All affiliate meetings with meal functions will be served and refreshed at designated times as follows: 7:00 AM, 12:00 PM and 1:00 PM.

**Submit food orders to:**

**Samantha Luntz**

Director of Meeting & Events

Tel: 305.604.3910 | [Samantha.luntz@loewshotels.com](mailto:Samantha.luntz@loewshotels.com)

**Submit A/V orders to:**

**Carl Gilbert,**

Senior Sales Manager

Tel: 305.890.5311

Email: [carl.gilbert@encoreglobal.com](mailto:carl.gilbert@encoreglobal.com)



# MIAMI BEACH

## Sponsor 2025 Food & Beverage Menus

*Delivery times 7:00 AM and 1:00 PM Daily*

### Beverages

*(Minimum Order 1 Gallon)*

Freshly Brewed Coffee	\$125.00++ per gallon
Freshly Brewed Decaffeinated Coffee	\$125.00++ per gallon
Harney® Teas	\$125.00++ per gallon
Soft Drinks	\$9.00 ++ each
Bottled Water	\$9.00 ++ each

### Breakfast

*Delivered at 7:00 AM daily*

SoBe Continental	
Freshly Florida Orange Juice, Grapefruit Juice, Apple Juice	
Assorted Selection of melons and Pineapple	
Assorted dry Kashi organic cereals, Whole and Almond Milk	
Freshly baked breakfast pastries	\$44.00 ++ per person
Jams, preserves, sweet butter	
Coffee Service	

### Snacks

*Items are not available on consumption*

Assorted Breakfast Pastries	\$72.00 ++ per dozen
Assorted Gluten Free Pastries	\$78.00 ++ per dozen
Assorted New York Bagels with Flavored Cream Cheese	\$78.00 ++ per dozen
Mixed Nuts or Trail Mix	\$48.00 ++ per pound
Assorted Mini Yogurt Parfaits	\$90.00 ++ per dozen
Assorted Granola Bars	\$72.00++ per dozen
Home-Baked Cookies Including: Chocolate Chip & Oatmeal Raisin	\$68.00++ per dozen
Bakery Style Brownies	\$68.00++ per dozen
Rice Krispy Treats, Half Dipped in Chocolate	\$72.00++ per dozen
Assorted Individually Wrapped Candy Bars	\$6.00 ++ each
Assorted Individual Bags of Chips and Snacks	\$6.00++ each
Whole Fruit	\$60.00 ++ per dozen

All prices are subject to the following service charges and taxes:  
25% Taxable service charge, 9% tax on F&B and 7% tax on service charge.

# MIAMI BEACH

## Lunch

*Delivered at 12:00 PM daily*

### Day 1 - Boxed Lunch

#### **Salad**

Golden quinoa salad, roasted vegetables,

dried cranberries, cucumber, queso fresco

#### **Sandwich – Select (2)**

\$60.00 ++ per person

Grilled chicken, Boursin cheese spread, buttered brioche

Albacore tuna sandwich, mayonnaise, multigrain bread

Grilled vegetables, arugula and hummus, spinach wrap (GF, VE)

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Miss Vickie's Chips

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Bakery Style Brownie

### Day 2 - Boxed Lunch

#### **Salad**

Fingerling potato salad, scallions, shallot vinaigrette

#### **Sandwich – Select (2)**

\$60.00 ++ per person

-Shaved Prime Rib, black diamond cheddar, marble rye

-Grilled chicken Caesar wrap, whole wheat

-Tomato, mozzarella, arugula, basil pesto, rosemary focaccia

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Miss Vickie's Chips

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Semi-sweet Chocolate Chip Cookie

## Beer and Wine

Imported Beer Corona and Stella Artois

\$14.00++ per bottle

Domestic Beer – Bud Light, and Sam Adams

\$12.00++ per bottle

Kim Crawford, Sauvignon Blanc

\$78.00 ++ per bottle

Chalk Hill, Chardonnay

\$85.00 ++ per bottle

Mark West Pinot Noir

\$72.00 ++ per bottle

Tribute by Benziger, Cabernet

\$78.00 ++ per bottle

All prices are subject to the following service charges and taxes:  
25% Taxable service charge, 9% tax on F&B and 7% tax on service charge

# Audiovisual





# encore

At Encore, we blend creatively and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision

### Popular Packages

Meeting Room Projector Package	\$790
Projector Support Package	\$250
Flip Chart Package	\$115
Post-It Flip Chart Package	\$115

### Small Meeting

Laptop Computer	\$300
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### Audio

Presidential Microphone	\$110
Wireless Microphone	\$260

### Video

Monitor – 50" -59"	\$820
Monitor – 70" -79"	\$1,320

### Scenic

Décor Drape per Panel	\$190
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### Lighting

LED Accent Light Package	\$1,135
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### Easy Ordering

As the exclusive Technology Provider of the, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

<https://eventnow.encoreglobal.com/>

Pricing is in effect as of January 1, 2025, and is subject to change without notice. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All Encore solutions may be subject to our property's standard service fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales taxes. ©2023 Encore Global LP or its subsidiaries.

Proprietary and Confidential Information.

**Carl Gilbert,**

Senior Sales Manager

M: 305.890.5311

Email: [carl.gilbert@encoreglobal.com](mailto:carl.gilbert@encoreglobal.com)

**Prices on this page are valid until December 31<sup>st</sup> of 2023 and will be increased on January 1<sup>st</sup> of 2024.**

# FedEx Shipping







# Loews Miami Beach Hotel Shipping Instructions

## PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **305.674.7866**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

## PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

(Guest Name) (Guest Cell Number)  
c/o FedEx Office at Loews Miami Beach Hotel  
1601 Collins Ave  
Miami Beach, FL, 33139  
(Convention / Conference / Group / Event Name)

Box \_\_\_\_ of \_\_\_\_

FedEx Office Business Center Loews  
Miami Beach Hotel 1601 Collins Ave  
Miami Beach, FL 33139 Phone:  
305.674.7866  
Fax: 305.674.7964  
Email: usa5623@fedex.com  
Store Manager Info - Michael Diaz  
(305)-979-4397  
Email: michael.diaz@fedex.com

Operating Hours  
Mon – Fri: 9:00am - 6:00pm  
Saturday: 10:00am - 4:00pm  
Sunday: 9:00am - 1:00pm

\* Extended hours - Labor fees  
may apply.

## SHIPMENTS WITH SPECIAL REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office in advance of shipping their items to Loews Miami Beach Hotel with any specific questions. If you have any special needs (e.g., refrigeration requirements, after hours delivery requests, or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

## ON-SITE PACKAGE DELIVERY

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Loews Miami Beach Hotel, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting /event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

## PACKAGE DELIVERY TO GUEST SUITES / MEETING ROOMS

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Loews Miami Beach Hotel, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



# Loews Hotels Miami Beach Shipping Instructions

## Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **305-674-7866** a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

## Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

## Package Handling and Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$4.00	\$7.00
0.0–1.0 lb.	\$4.00	\$7.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$25.00	\$30.00
30.1–40.0 lbs.	\$30.00	\$36.00
40.1–50.0 lbs.	\$35.00	\$42.00
50.1–60.0 lbs.	\$40.00	\$50.00
60.1–150.0 lbs.	\$55.00	\$66.00
Pallets & crates*	–	\$250.00 or \$0.80/lb. > 312 lbs.

Package weights will be rounded up to the nearest pound.

\*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.80/lb. > 312 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

## Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

## Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

# Policies

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## Catering Agreement

- If Food and Beverage is required, a Banquet Event Order will be sent after the request is received. Banquet Event Order must be returned signed in order for your meeting to be considered definite.
- No food or beverages may be brought into the Hotel by Clients or Attendees.

## Cancellation Policy

- If Food and Beverage requirements need to be cancelled, it must be done prior **Friday, January 31<sup>st</sup>** not, the food and beverage ordered will be charged in full.
- This clause applies to Meeting Room/Suite functions.

## Pop Up Food and Beverage

- All additional food and beverage request will be needed by 10:00 AM two days prior is needed and will be Chef's Choice of food if approved.

## Service Times

- Meeting Room/Suite functions will be served at 7:00 AM, 12:00 PM and 1:00 PM for afternoon breaks and refresh

## Terms

- All orders are considered final, Food and Beverage for Meeting Room/Suite are not available in a consumption basis



**MIAMI BEACH**