



Private Placement Industry Forum (PPIF 2025)

Affiliate Meeting Guideline

General Notes and Information

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 21st* - Final day to place Food and Beverage orders. Orders placed after this deadline will be Chef's Choice.

Friday, January 31st - 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 30th.

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

Submit A/V orders to:

Carl Gilbert,

Senior Sales Manager

Tel: 305.890.5311

Email: 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





CREATIVE. TECHNICAL.

Memorable.

PAYMENT AUTHORIZATION FORM

Private Placements Industry Forum

FEBRUARY 10 – 13, 2025

LOEWS MIAMI BEACH

52 Forest Ave., Suite 6, 2nd Fl
Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com

DISCOUNT DEADLINE: 1/24/2025

Company: Booth:
Address:
City, State, Zip: Phone:
Ordered by (Print):
Email Address: Fax:

ESTIMATED TOTALS

Table with 2 columns: Item, Amount. Rows include Audio Equipment Total, Projection Total, Video and Data Display Total, Labor Total, Sub Total Estimate due MetroMultimedia, Sales Tax Due on Sub Total Amount, Delivery & Pick Up, Total Due MetroMultimedia.

PAYMENT AUTHORIZATION

YOUR SIGNATURE OF THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

Company Check – Make payable to MetroMultimedia, and reference PPIF 2025. Mail to: 52 Forest Ave, Suite 6, 2nd Floor, Paramus, NJ 07652

**Please Note – Returned checks are subject to a \$35.00 bounced check fee. ALL CHECKS REQUIRE A CREDIT CARD BACK UP.

Wire Transfers – If paying by wire transfer please contact MetroMultimedia for wire transfer information and include a \$40.00 wire transfer fee.

ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.

Credit Card – For your convenience, MetroMultimedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative.

Payment method checkboxes: AMEX, VISA, MASTERCARD, DISCOVER

Exp. Date

Account Number and Security Code input fields

Cardholder Name (Please Print):

Cardholder Billing Address:

City/State/Zip: Phone:

***The cardholder names above hereby authorize MetroMultimedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges.

Cardholder Signature: Date:

PAYMENT POLICY: MetroMultimedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered.

TAX EXEMPT STATUS: If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

EQUIPMENT: You are responsible for payment on any MetroMultimedia rental equipment.

CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - ** NO EXCEPTIONS **
ALL CANCELLATIONS ARE SUBJECT TO A 5% PROCESSING FEE.
CANCELLATIONS RECEIVED AFTER DISCOUNT DEADLINE DATE ARE SUBJECT TO A 25% RESTOCKING FEE



CREATIVE. TECHNICAL.

Memorable.

MetroMultimedia Order Form

Private Placements Industry Forum

52 Forest Ave., Suite 6, 2nd Fl
Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com

FEBRUARY 10 - 13, 2025
LOEWS MIAMI BEACH

DISCOUNT DEADLINE: 1/24/2025

Company Name: Booth #: Booth Size:
Address: City: State: Zip:
Contact Name: Phone: E-Mail:
Delivery Date/Time: Pick Up Date/Time:
On Site Contact Name: On Site Contact Phone:

Table with columns: Audio Equipment, Qty., Discounted Daily Rate, Regular Daily Rate, # of Days, Total. Includes sections for Projection, Computers & Accessories, and Video and Data Display.

Please Note: To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com.
Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date.
In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.
**Based on Straight Time. Overtime/Double time hours will be charged accordingly.
*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.

SUBTOTAL = + TAX @ 7.00% = + \$175.00 Deliver & Pick-Up = TOTAL
Payment Authorization Form must accompany order.
All Cancellations are subject to a 5% processing fee. Cancellations received after discount deadline date are subject to a 25% restocking fee.
Equipment Cancellations not received 72 Hrs. before delivery date will be charged 100% - **NO EXCEPTIONS**

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

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 31st** 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