



CONVENTION '18

OCT 12 - 16, 2018 • MIAMI BEACH

Sponsorship Deadlines and Specifications

Due	Item
ASAP	Submit High-Resolution EPS Logo File DPI: 300 DPI Required
8/24	Countdown to Convention Email Feature: Submit Ad and Link Ad Size: (W) 95 x (H) 80 pixels ; 72 DPI File Type: .JPG, .PNG, Static .GIF Provide Link URL
8/31	Upgraded Mobile App Profile: Submit Banner Ads Banner ads will circulate via the mobile activity stream prior to and during the event. Banner Ad Size: (W) 580 x (H) 256 pixels
9/1	Custom Video "Pitch Clip" Length: 30-60 Seconds Size: 1920x1080 (widescreen) File Format: Most common video file formats accepted including MP4, MOV, WMV, AVI and FLV. Recommended Codec: H.264, Apple ProRes 422 (HQ), H.265 (HEVC) <i>More information on page 2</i>
9/14	Register Event Attendee(s) Sponsorship package includes two (2) complimentary registrations per company. Click Here to Register Attendees
9/21	Book Hotel Room ROOM BLOCK CLOSSES SEPTEMBER 21, 2018 Sponsorship package includes four (4) hotel room nights per company. Please book your hotel online at the link provided below and PSA will provide room credit directly to your reservation. Click Here to Book Your Hotel Room
Materials Must Arrive at Hotel: 10/4 - 10/10	Send Welcome Gifts to the Loews Miami Beach Hotel DO NOT SEND TO THE PSA OFFICE Sponsors are responsible for shipping welcome gifts in advance. Recommended quantity is 150. Detailed Shipping Instructions: Page 3-5
10/5	Schedule 1-1 Meetings with Convention Attendees Attendee lists will be distributed via email prior to event. You can also connect with attendees directly on-site with private messaging in the event app.

Sponsor Pitch Clip Quick Tips

Introduce Your Company's On-Site Representative to Convention Attendees

What is a Pitch Clip?

A quick 30-60 second video to introduce your company and your company's representatives to the PSA Convention attendees. It will be available for viewing on the PSA Convention website and used in pre-conference promotions. It can be professional or casual; it's up to you!

Video Specs

Length: 30-60 Seconds

Size: 1920x1080 (widescreen)

File Format: Most common video file formats accepted including MP4, MOV, WMV, AVI and FLV.

Recommended Codec: H.264, Apple ProRes 422 (HQ), H.265 (HEVC)

Best Practices

- Include a video clip or photo of who will be on-site to start the visual connection. Don't forget to include their name and company.
- Don't submit a commercial. This pitch clip is designed to introduce your on-site representative to the event attendees and should be custom to this event.
- Share an ice breaker to help kick off conversation on-site. It might be something personal (favorite sports team or the college they went to) or reference to your new product or service that you want PSA integrators to know about in advance.
- Include a call to action (website, contact information, etc.)

Tips and Tricks

- If you're shooting video from your cell phone make sure you're recording in a landscape orientation and that you submit the full resolution video file with no compression. If you're not sure where to start contact marketing@psasecurity.com.
- If you're new to video editing or don't have much time, try using a program like Adobe Spark or Windows Movie Maker with built in transitions and effects. You could even use PowerPoint with timed transitions saved as an MPEG-4 video file.

Questions? Contact us!

Event Logistics	Jennifer Anderson, Event Planner	janderson@psasecurity.com	303.459.7548
Marketing & Media	Kim Garcia, Director of Marketing	kgarcia@psasecurity.com	303.450.3467
Sponsorships	Craig Patterson, Director of Vendor Management	cpatterson@psasecurity.com	303.450.3451
Education	Anthony Berticelli, Director of Education	aberticelli@psasecurity.com	303.450.3461

Shipping Label and Information

All materials must ship to the hotel directly.
Do NOT ship to the PSA offices

Must arrive at the hotel between 10/4 and 10/10.

Shipments that arrive after 10/10 may not be included in the welcome bags.

Hold for Guest: Jennifer Anderson (720-934-2524)
C/O FedEx Office at Loews Miami Beach Hotel

1601 Collins Ave
Miami Beach, FL 33139
(PSA Convention 2018)

Box ____ of ____

See following pages for additional shipping information



Loews Miami Beach Hotel Package 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 hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 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 ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Loews Miami Beach Hotel.

Shipments are held for a limited number of days. If a package has not been picked up 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 checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (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

Operating Hours
Mon – Fri: 8:00am - 6:00pm
Saturday: 10:00am - 4:00pm
Sunday: 9:00am - 1:00pm

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants 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 such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

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 check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Loews Miami Beach Hotel, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.



Loews Miami Beach Hotel Package Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. 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

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.50 / lb. (\$150.00 Minimum)	\$0.50 / lb. (\$150.00 Minimum)

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 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.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.50 / lb. (\$150.00 Minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

** No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

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 Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel 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 at the Hotel, 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 Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.