



# 2023 Sponsorship Guide

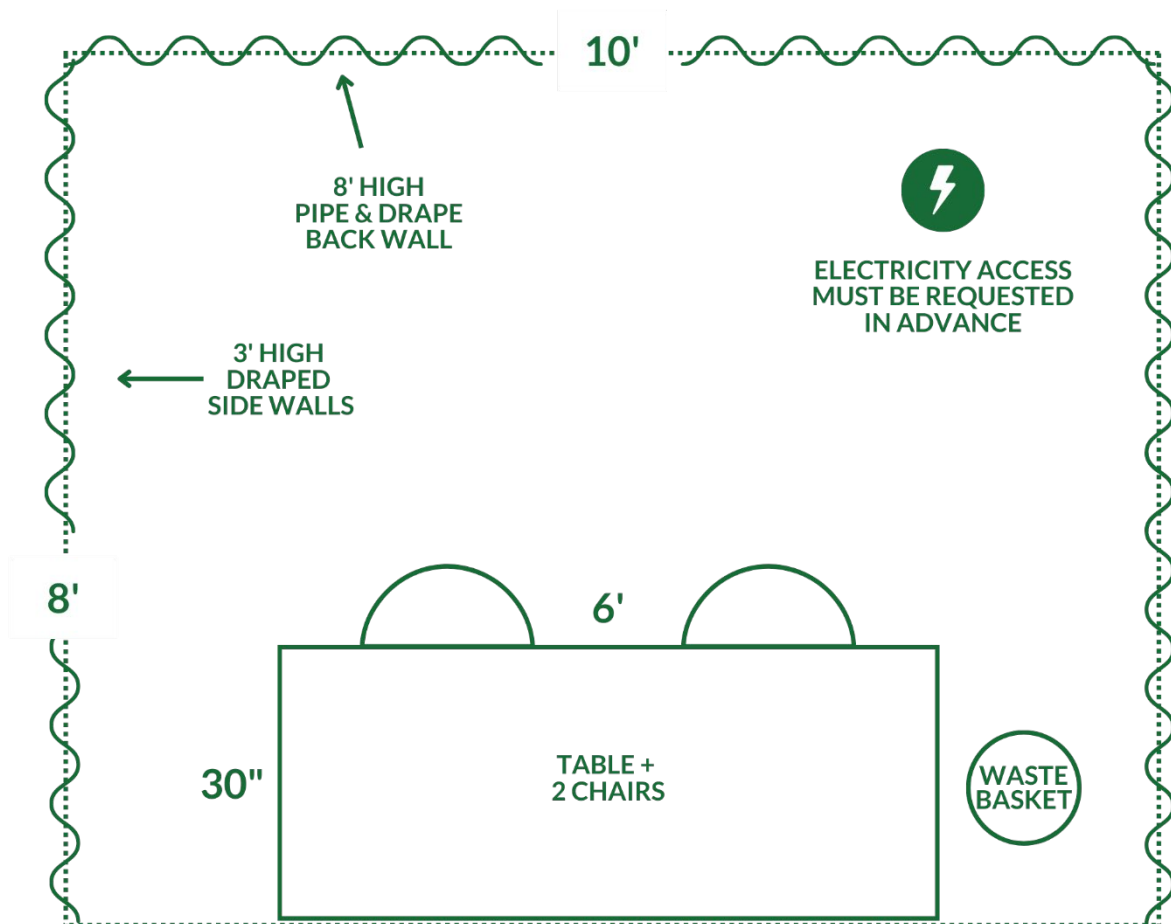
November 5-7, 2023

Loews Chicago O'Hare  
5300 N. River Road  
Rosemont, Illinois, 60018

[PRMASUMMIT.ORG](https://PRMASUMMIT.ORG)

# What's Included in Your 8' x 10' Booth?

- 8' High Pipe & Drape Back Wall
- 3' High Draped Side Walls
- (1) Draped Table, 6' x 30"
- (2) Chairs
- (1) Wastebasket
- Standard identification sign for booth
- Complimentary access to electricity - MUST BE REQUESTED IN ADVANCE!
- Complimentary WiFi in Exhibit Hall
- Pre-show mailing lists, including attendee demographics.
- Listing in Exhibitor Directory
- 2023 "We're Exhibiting" Logo to use in your marketing and post on your website



We are so excited to celebrate the 10<sup>th</sup> Anniversary PRMA Summit with you in Chicago! Thank you for your partnership and participation in this important event.

The following forms are due by **September 15, 2023**, to [Kristine Sharp](#)

1. **Exhibitor Form** – page 3
2. **Summit App Form** – page 4
3. **AV Request Form** – request all equipment and electronics for your booth [here](#).
  - *On the online AV order form, insert your company name where it requests booth number.*
  - *WiFi and electricity are complimentary, so you do not need to order.*

## Important dates and times:

1. Summit [Registration](#): Opens **August 1**
  - *If applicable, promo codes will be sent week of 7/24 via email.*
2. Hotel [Registration](#): **August 1 – October 13**
3. Boxes shipped to arrive no earlier than: **October 30**
4. Booth setup: **November 5**, 2:00pm – 5:00pm
5. Booth teardown no earlier than: **November 7**, 10:00 am – 12:00 pm

# Exhibitor Form



Please complete this form with details on your electricity needs and shipping requirements and return to Kristine Sharp at [Kristine.sharp@privateriskmanagement.org](mailto:Kristine.sharp@privateriskmanagement.org) by 9/15/2023

### Exhibitor On-site Contact Information:

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_

### Electricity Needs

Electricity will be provided at no charge to exhibitors who **request it in advance**:

- I will need electricity
- I will not need electricity

**Wi-Fi:** Exhibitors will have access to complimentary Wi-Fi in the exhibit hall.

### In-Bound Shipping

- I will NOT be shipping anything
- I estimate shipping approximately \_\_\_\_\_ (# of) boxes to the Loews Chicago O'Hare

*Note: Be sure to bring your shipment tracking information to the Summit.*

### Return Shipping

- I have a FedEx account and will bring my own form for shipping
- I have a UPS account and will bring my own form for shipping
- I do not have a UPS or FedEx account but have read the instructions below and will bring my own form with payment information for shipping
- I will NOT have a return shipment

*Note: Loews has daily package pickups by FedEx and UPS Monday through Friday. You do not need to schedule your package pickup unless you're utilizing a different shipping company.*

### Payment for receiving/handling charges

Bill all receiving/handling charges to the hotel guestroom of: \_\_\_\_\_

*Note: packages will not be delivered to your booth unless a form of payment is received.*

\*\*Additional Shipping Information on Page 5

# Summit App Form



Please complete this form and return to Kristine Sharp at [Kristine.sharp@privateriskmanagement.org](mailto:Kristine.sharp@privateriskmanagement.org) by 9/15/2023.

**Company Name:** \_\_\_\_\_

## About Your Company Blurb

What do you want attendees to know about your company?

## Contact Information

Phone number: \_\_\_\_\_

Website URL: \_\_\_\_\_

Facebook URL: \_\_\_\_\_

LinkedIn URL: \_\_\_\_\_

Twitter URL: \_\_\_\_\_

## Marketing Materials or Brochures

Materials you would like attendees to have access to and would normally display at an exhibitor table. Please email all files to PRMA at [Kristine.sharp@privateriskmanagement.org](mailto:Kristine.sharp@privateriskmanagement.org)

## Call to Action

If you would like to have a “call to action” button, please provide us with the name (i.e., Learn More Here, Contact Us) and the URL of the destination you want to take the attendees to.

Call to Action button name: \_\_\_\_\_

URL Link: \_\_\_\_\_

## Company Commercial or Video (30-seconds)

This will be played in your virtual booth for the duration of the Summit. The video can be an .mp4 file or a link to a YouTube video etc.

URL video link: \_\_\_\_\_

Or email files to PRMA at [Kristine.sharp@privateriskmanagement.org](mailto:Kristine.sharp@privateriskmanagement.org)

# Shipping Information

## Receiving & Handling Charges

Letters	Complimentary
0-5 lbs.	\$7.00/box
6-25 lbs.	\$15.00/box
26-50 lbs.	\$25.00/box
51-99 lbs.	\$40.00/box
100 lbs.+ or Pallets	\$175.00 each

## All packages/boxes sent to the hotel are to be addressed as follows:

PRMA, 11/5-7/23

Your company's onsite contact's name:

Your company's name:

Attn: Gosia Kostrzewski

Loews Chicago O'Hare

5300 N River Road

Rosemont, IL 60018

Total number of boxes

## Boxes should be shipped to arrive no earlier than 10/30/23.

For questions regarding your shipment, contact Gosia Kostrzewski, Loews Event Manager at [gosia.kostrzewski@loewshotels.com](mailto:gosia.kostrzewski@loewshotels.com)

## Outgoing Packages

You do not need to schedule package pickup if you're shipping via FedEx or UPS. If you are using another shipping service, it is your responsibility to arrange pick-up and shipment.

*Note: pickup of packages can be scheduled Monday-Friday 7am to 4:30pm. We advise bringing ready-to-ship labels since Loews does not have a full-service package room.*

Packages will be picked up from the exhibit booths and brought to the shipping area at the conclusion of the event. Due to limited on-site storage, there will be a \$25.00/day, per item charge for all packages left at the property more than three (3) business days.

## For questions please contact:

Kathryn Collins, PRMA meeting planner

[kathryn@kcollinsco.com](mailto:kathryn@kcollinsco.com)

615.260.5247

# Exhibitor Schedule

## Sun, Nov. 5, 2023

2:00pm – 5:00pm Exhibitor Registration and booth setup

5:30pm – 7:00pm Welcome Reception with Exhibitors

## Mon, Nov. 6, 2023

7:00am – 8:00am Networking Continental Breakfast & Exhibitor Visits

8:00am - 4:50pm General and Small Group Sessions

9:30am – 9:50am Networking Break and Exhibitor Visits

10:50am – 11:10am Networking Break and Exhibitor Visits

12:10pm – 1:10pm Lunch and Exhibitor Visits

2:10pm – 2:30pm Networking Break and Exhibitor Visits

3:30pm – 3:50pm Networking Break and Exhibitor Visits

6:00pm – 7:00pm Cocktail Reception and Exhibitor Visits

7:00pm – 9:00pm Awards Dinner

9:00pm – 11:00pm After Party

## Tues, Nov. 7, 2023

8:00am – 9:00am Networking Continental Breakfast & Exhibitor Visits

9:00am - 10:15am General Session

10:30am – 12:45pm Roundtables

10:00am – 12:00pm Booth teardown

