



Business After Hours – Agreement

DESCRIPTION:

Business After Hours is a very popular networking Chamber event. Each month a different Chamber member holds it at their location. This allows this member to showcase what they do best to a large audience. Attending a few Business After Hours prior to your own gives you time to develop your game plan for your own successful event. The sky's the limit. You may even pick a theme or provide entertainment.

GUIDELINES:

1. Host must be a Chamber member in good standing for **ONE YEAR**.
2. Plan on an approximate attendance of 70 people. This number is based on the average attendance for the last 12 months. If your business will not accommodate this size group or is located in an inconvenient location, you may want to team up with another business.
3. **Host is responsible for providing food and refreshments.**
 - a. Food must be more than ordinary finger foods such as pretzels.
 - b. A selection of warm and cold items should be offered.
 - c. Host is responsible for complimentary beer, wine, sodas and water.
4. **If the host does not normally serve food, host must use a Chamber member for catering and/or alcohol.** For a list of caterers, please contact the Chamber.
5. **The host will supply at least, three door prizes.**
6. Host to supply a microphone or PA system to allow for announcements/giveaways.
7. When promoting your Business After Hours, you must refer to it as "Chamber Business After Hours". This wording must appear on invitations that you send out.
8. Host must provide the Chamber their logo (if not already on file) for advertising which may be done.
9. The Chamber will provide nametags and sign-in sheets. Chamber volunteers will act as greeters to welcome guests and have them sign in.
10. Host to provide a sign-in table, 2 chairs, and a small wastebasket.



This agreement to host Business After Hours for the month of _____ is valid only with signatures from a member company representative and the Tri-Lakes Chamber Executive Director or the event chairperson.

Member Representative _____ Date _____

Company Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

E-Mail Address _____

Company Web Address _____

I have read and acknowledge the responsibilities & guidelines of Hosting Business After Hours.

SIGNED:

Member Host

Chamber Executive Director

Please sign and return 1 copy in self addressed, envelope, keep 1 copy for your records