



2010 Chamber Business After Hours Contract

Terms of this Contract: Event is fully hosted by the Sponsor.

Cost: \$600.00

(Payment is due 30 days before the event. No refunds for cancellations.)

Time: 5:30-7:00 p.m.

Registration Cost: \$7.00 Members \$15.00 Non-Members

Sponsor Provides:

1. Sponsor will host event at sponsor's business or sponsor's selected site with Chamber approval.
2. Sponsor will be responsible for the food, beverages, set-up for buffet-style line and ample eating area for 150.
3. Sponsor may provide items to give away as door prizes.
4. Sponsor may set-up display of company information the day of the event.
5. Sponsor will provide the Chamber with 2 eight-foot tables skirted for registration.
6. Sponsor will provide space for the Media Host (Media Host will set-up between 4:30-5:00 p.m.)
7. Sponsor will be ready to host/serve by 5:00 p.m. (Program starts at 6:00 p.m.)
8. Sponsor will meet with the Chamber of Commerce Networking Coordinator two weeks prior to the Business After Hours for final planning.

***9. Provide 2 complimentary drinks (soft drink, beer, and/or wine).**

Full Stock is allowed only at cash bar.

Chamber of Commerce Provides:

1. Chamber will provide staff and volunteers to host and work the registration tables.
2. Chamber will advertise the event through their Public Relations dept.
3. Chamber will provide Sponsor with five minutes on the agenda to present information about their company or an upcoming promotion/event.
4. Chamber will arrange for a local radio celebrity (Media Host) to emcee the event.
5. Chamber will provide the drink tickets.
6. Opportunity to visit local radio stations to promote the event

Catering Requirements:

1. Your choice of heavy hors d'oeuvres (If provided by a restaurant or caterer they must be a chamber member.)
2. Sponsor provides all necessary meal items: plates, napkins, flatware, cups, ice, etc.
3. Sponsor responsible for buffet-style line, tables and chairs.
(2 lines are required for the buffet-style set-up).

For more information: Contact Amy Askew- at 706-596-7000 or Fax: 706-327-7512

I understand I am the sponsor of the _____, 2010 Business After Hours and I will adhere to the provisions outlined above. I agree to give a 60 day written notice prior to the scheduled Business After Hours event should I be unable to fulfill the obligations set forth in this contract. I also understand, as the sponsor, _____ is fully responsible for any expenses acquired to host the Business After Hours and proceeds received from registration go to the Chamber.

Company: _____ Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Payment due 30 days before event. No refunds for cancellations.

Check Enclosed Invoice Me Charge to: _____ VISA _____ MC _____ AMX

Card #: _____ Exp: _____ Signature: _____

Signature: _____ Title: _____ Date: _____