

2022 Business Before and After Hours General Hosting Agreement

The 2022 Business Before and After Hours sponsorships are available exclusively to member companies of the McLean County Chamber of Commerce. All host requirements and attendance will be based on public health mitigation measures at the time of the event.

Host: _____

Event Date: ____/____/2022

Host Requirements:

Please check each box below acknowledging that _____ agrees to adhere to these guidelines.

- ☐ Host membership ***must be in good standing*** with the McLean County Chamber of Commerce when booking and hosting the event.
- ☐ Hosts of this event are welcome to invite non chamber member guests. Non-Chamber members may be added to a contact list for inquiry about Chamber Membership.
- ☐ ***All catering must be provided by a current chamber member in good standing.***
- ☐ Host & Caterer must meet all state and local requirements for hosting such an event, including Health Department and Liquor Code requirements
 - ☐ Food and beverage for approximately 100 attendees
- ☐ Hosting Business Before Hours is a cost of \$500 that will be required to be **paid in full PRIOR** to the event with **\$100 non-refundable deposit due at signing.**
- ☐ Adequate space for approximately 125 - 150 people
- ☐ Parking availability for approximately 125 - 150 people
- ☐ Coat rack (if applicable) availability for approximately 125 - 150 people
- ☐ Registration table skirted with 2 chairs located at the entrance to the event (not the entrance of the facility)
- ☐ High top tables or tables with LIMITED chairs (remember this is a networking event)
- ☐ Minimum of one door prize valued at \$25
- ☐ Logo provided in jpeg or png format to the Chamber's Marketing & Communication Manager at tori@mcleancochamber.org
- ☐ Site visit with Chamber Staff to provide walk-thru of the facility prior to event if needed.
- ☐ Host is welcome to partner with other Chamber members, in good standing, to co-host the event and both companies will be promoted.
- ☐ Any outdoor venue will be required to have a secondary location in the event of rain/weather.
- ☐ In the event that a natural disaster requires the Chamber to cancel your event, you will receive a FULL refund and a guaranteed placement for the next year.

Chamber Requirements:

- Promote event and host through:
 - Monday Morning Coffee emails
 - Social Media
 - Our online Chamber calendar of events
- Provides host an electronic membership list at the beginning of the month of event (does not include email addresses).
- Coordinates volunteers to work the registration table for the duration of the event (7:00am – 8:30am for Business BEFORE Hours) (4:30pm – 6:30pm for Business AFTER Hours)
- Collects business cards at the registration and emails the host an Excel spreadsheet of those in attendance no later than one week after the event.

Main Contact: _____ **Phone:** _____

Email: _____

Secondary Contact: _____ **Phone:** _____

Email: _____

On behalf of _____, I agree to comply with the above hosting requirements.

Company/Organization Rep Signature

Company/Organization Rep Printed Name

Date _____

Internal use only

- | | |
|--|-------------|
| <input type="checkbox"/> Deposit Paid | Date: _____ |
| <input type="checkbox"/> Hosting Date Confirmed | Date: _____ |
| <input type="checkbox"/> Website/Calendar updated | Date: _____ |
| <input type="checkbox"/> Complete Payment Received | Date: _____ |
| <input type="checkbox"/> Site Visit Complete | Date: _____ |
| <input type="checkbox"/> Logo Received | Date: _____ |