

## 2022 Business Before/After Hours Hotel Hosting Agreement

The 2022 Business Before/After Hours sponsorships are available exclusively to member companies of the McLean County Chamber of Commerce. Hotels have the opportunity to host the Not-for-Profit Showcase at September Business Before or After Hours or the New Member Showcase at the November Business After Hours.

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 so long as they provide the Chamber with a list, no less than one week in advance of the event, to be used at the registration table
- ☐ ***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 150 attendees
  - ☐ Alcoholic beverages may be provided as a cash or open bar at the host's discretion
- ☐ Hosting Business Before/After 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 150 people
- ☐ Parking availability for approximately 150 people
- ☐ Coat rack availability for approximately 150 people
- ☐ Registration table skirted with 4 chairs located at the entrance to the event (not the entrance of the facility)
- ☐ Twenty-five skirted 8-foot tables with chairs set up in a showcase-type setup (cost will be negotiated at the time of booking)
- ☐ 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 format to the Chamber's Marketing & Communication Manager at [tori@mcleancochamber.org](mailto:tori@mcleancochamber.org)
- ☐ Site visit (Event Services Manager will walk-thru the facility 30 days 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/inclement 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
  - Individual event emails
  - 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.
- 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 \_\_\_\_\_

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#### **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: _____ |