



## HOSTING DETAILS / REGISTRATION FORM

Our monthly networking events allow members to meet, exchange ideas, create business relationships and connect with friends in a relaxed and informal setting. They offer our hosting business an opportunity to showcase their facility, product or service and also create recognition for your business through the Chamber's promotional materials & website. Attendance is free for Chamber members and registered guests.

Hosts of Business After Five events must be a member of the Chamber in good standing. Ba5 hosting is open to both large and small businesses and it is recommended that the location must be able to hold at least 30 - 40 people comfortably. Co-hosting is an available option. While the program for the event varies from business to business, the Chamber encourages our host business to be prepared to talk about your business and its latest offerings.

### Details:

- The Ba5 events are usually held on the first Thursday of the month from 5:30 – 7:00pm.
- The Chamber handles the promotion of the event, registration and provides staff to greet people as they arrive.
- Your company has exclusive rights to distribute promotional material, offer door prizes and set up displays. ***(Door prizes provided by the host are optional. If you do not plan to provide a door prize please let the Chamber know so that we can secure them from other member businesses).***
- You speak to a captive audience and secure the registration list of everyone who attends (*business cards will be collected at the event and copies will be sent to the host business if requested*).
- Any number of your employees can be on hand to ensure that attendees get the message you want to convey.
- You provide food and refreshments. Easy to handle finger food or hors d'oeuvres are recommended. It is up to the discretion of the hosting business whether to serve alcoholic beverages. No permit is required if alcohol is served free of charge in a private place not open to the public at the time of the event (e.g. a private office).

If you are interested in hosting a Ba5 event complete the attached form and forward it to:

[nicole@huronchamber.ca](mailto:nicole@huronchamber.ca) or fax: 519-440-0305

# 2014 Business After 5 Contract

BUSINESS NAME:

ADDRESS:

CONTACT:

TELEPHONE:

EMAIL:

**REQUESTED DATE OF EVENT (1<sup>st</sup> Thursday of the month)**

1<sup>st</sup> Choice:

2<sup>nd</sup> Choice:

REQUESTED LOCATION (if not the same as above):

ANY SPECIAL REQUIREMENTS/REQUESTS?

IT IS UNDERSTOOD THAT THE REQUESTED DATE IS BASED ON AVAILABILITY. THE CHAMBER WILL ASSIGN EVENT DATES ON A FIRST COME, FIRST SERVE BASIS. THE HOST, UPON COMPLETION OF THIS FORM AND HAVING RECEIVED APPROVAL FROM THE HURON CHAMBER OF COMMERCE, AGREES TO MEET ALL THE NECESSARY CONDITIONS AS OUTLINED IN THE HOSTING DETAILS FORM.

SIGNATURE:

DATE:

Please complete & return this form to the Huron Chamber of Commerce: [nicole@huronchamber.ca](mailto:nicole@huronchamber.ca) or FAX: 519-440-0305