



## TABLE TOP DECORATOR OPPORTUNITIES

Attend the Chairman’s Ball, a black-tie affair honoring our outgoing Chairman of the Board, Frank Holmes of Sam Houston State University, while celebrating the accomplishments of The Woodlands Area Chamber of Commerce. Expect an exceptional meal and fun evening of live music and dancing. Costumes or black-tie encouraged.



**Theme description:** “Star Wars: May The Force be with You and Beyond!” In your table top decoration, showcase your company with out of this world decorations. From lightsabers to Stormtroopers, anything is possible!

- Must be a Chamber Member to participate in Table Top Decorating
- No fee, Invest in your decorations
- Promote your business with the ONLY SPONSORSHIP where YOU determine the cost
- Approximately 65 tables of ten are available for Table Top Decoration Sponsors
- Be creative and unique & attract attendees to your business
- The decor can incorporate this year’s theme and/or your company’s product/service
- Be elaborate or just plain fun ... the cost is up to you!
- Electricity is available for a limited number of tables for a charge of \$50 per table.
- If you attend, you will not sit at the table you decorate. You will be advertising to 10 other people.
- At the end of the party, one lucky person at each table wins the centerpiece.

Please select which categories you would like to be entered into:

<b>A panel of judges will award trophies for:</b>	
Best Use of Theme	Best Newcomer
Best Use of Logo	Best DIY Award (Do It Yourself)
Best Overall Decoration	Best DFY Award (Done For You)
Best Non Profit	<b>People’s Choice Award Winner</b> (chosen by guests)

- YES! I would like to be a Table Top Decorator! \$0
- YES! I need Chair Covers (10 black chair covers complimentary)
- YES! I would love to be a Table Top Decorator AND attend the Ball \$125 (regular rate is \$150- Max 1 discounted ticket per company)
- Add electricity for \$50

**Extra INDIVIDUAL TICKETS :**  
**\$150 x \_\_\_\_\_ (Qty.) = \_\_\_\_\_**

**Are you decorating yourself or hiring a professional company to decorate table? \_\_\_\_\_**

For examples of previous years, visit The Chamber Facebook page @TheWoodlandsAreaChamberofCommerce

Table Top Decorator Info Sessions: If you are a first-time table top decorator, join us for an informational session where we will discuss rules, guidelines and showcase examples from previous years!

- June 5<sup>th</sup>- 3:30pm at The Woodlands Area Chamber of Commerce
- July 17<sup>th</sup>- 3:30pm at The Woodlands Area Chamber of Commerce

## ***Table Top Guidelines***

**You will need to incorporate the following into your table top decorations.**

**ONE (1) CENTERPIECE** to be given away that night to some lucky person sitting at that table. It will be a surprise on how this will happen **AND 10 GIVEAWAYS** for each guest sitting at your decorated table.

**\*PLEASE INDICATE ON REGISTRATION FORM IF YOU ARE DECORATING YOURSELF, OR HIRING A COMPANY TO DECORATE.\***

### **TABLES**

- You will receive your table placement when you arrive on 8/18/18
- **SIZE OF TABLE** is 72" round with 10 place settings—please leave room for the dinner plates. The tables will have linen tablecloths with overlay and napkins at each setting. Chairs are square back - 35" high and 18" wide with black chair covers. The ceiling is 22' (**\*nothing can be hung from ceiling**). NOTE: If you will be incorporating a tent or another tall piece of equipment into your decorating, we ask that you inform us immediately, so that we may plan an appropriate location of your table to ensure it is not blocking anyone's view.
- When creating your centerpiece – please keep in mind that the people sitting at your table will want to see the guests sitting across from them.
- All tables must be **DECORATED BY 2:00 p.m.** There will be a sign-up sheet at the mandatory meeting for dock delivery and assistance in unloading your decorations. Tables may not be removed. **ALL TABLE DECORATIONS AND CENTERPIECE ARE GIVEAWAYS – THEY WILL NOT BE RETURNED**
- If you are adding height to your table (balloon arches, custom-build chair coverings, etc.) the height of your table must be submitted by 8/10/18 to ensure we place your table properly.

### **CANCELLATION POLICY**

- All cancellations must be made in writing.

### **LABOR**

- The tabletop decorator assumes all responsibility for decorations, set-up of his/her table.
- The table top decorator **MUST** provide any equipment, extension cords, light bulbs, or ladders needed.

### **SUPERVISION AND LIABILITY OF EXHIBITS**

- Extra security will **NOT** be provided and in no event will the TWACC, The Woodlands Waterway Marriott Hotel & Convention Center, any officer, agent or employee, thereof, be liable for the safety or the property of the exhibitor. The agents, officers, or employees of the exhibitor hereby releases all such parties from any such claims of any kind and nature.

### **PRACTICES AND REGULATIONS**

- **ELECTRICITY** will be available for a limited number of tables for \$50; you may also use batteries or protected candles. You must bring your **OWN** extension cord.
- **ABSOLUTLY NO GLITTER OF ANY KIND.**
- **NO ICE SCULPTURES**
- **NO SAND**
- **SIGNAGE** will be at the table indicating the tabletop decorator. You may want to include business identification as part of the decorations. You are not responsible for place cards.

**MANDATORY Table Top Decorator Meeting: Monday, August 6, 2018 at 3:00pm.**

**You do not have to attend the Ball to decorate a table.**

If you have any further questions, please call [Meagen.Korenek@woodlandschamer.org](mailto:Meagen.Korenek@woodlandschamer.org) or call 281-363-8113

I agree myself or someone from my company will attend the mandatory table top decorator meeting on Monday, August 6, 2018 at 3:00pm at The Woodlands Waterway Marriott in Town Center North. \_\_\_\_\_ Signature

## BILLING WORKSHEET:

EVENT:

TICKET LEVEL:

CONTACT NAME:

COMPANY NAME TO BE LISTED:

EMAIL:

PHONE:

TOTAL:

SIGNATURE APPROVAL:

My Approved logo is attached

Preferred format is high resolutions (300dpi) and .png or .ai on a transparent background

## PAYMENT:

PLEASE INVOICE ME     CHECK ENCLOSED: # \_\_\_\_\_    CHARGE TO MY:  AMEX     DISC     VISA     MC

Billing Address:

Name on Card:

Card number:

Exp:

CVV:



