



TABLE TOP DECORATOR OPPORTUNITIES

Showcase your company to over 600 people by becoming a table top decorator at Chairman’s Ball! There is no entry fee to do so and there will be a contest held for the best in 7 different categories. Chairman’s Ball is an annual event honoring the outgoing chairman of the board, Frank Holmes of Sam Houston State University while also celebrating the accomplishments of The Chamber within the past year. The evening consists of an exceptional meal, dancing and live entertainment. Black-tie or costumes encouraged. Visit www.woodlandschairmansball.com



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!

Benefits of being a table top decorator:

- Market your company to hundreds of people in one night
- Publicity in The Chamber’s social media, press releases and *Business Today* Magazine
- Winners will receive: A trophy, verbal recognition, the opportunity to be on Lone Star Community Radio FM 104.5 hosted by Taylorized PR, and a feature article in The Chamber’s *Business Today* magazine

Quick Facts:

- Must be a Chamber Member to participate in Table Top Decorating
- No fee, Invest in your decorations. Be elaborate or just plain fun ... the cost is up to you!
- 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
- 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 in to:

A panel of judges will award trophies for:	
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	People’s Choice Award Winner (chosen by guests)

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!

- July 17th- 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 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

- 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? _____

REGISTRATION FORM: (Event tickets or electricity)

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

Billing Address: _____

Name on Card: _____

Card number: _____

Exp: _____

CVV: _____



