



Lewiston Auburn
METROPOLITAN
CHAMBER *of* COMMERCE

Lewiston Auburn Metropolitan Chamber of Commerce's Business After-Hours (BAH) Hosting Guidelines

Thank you for your interest in hosting a BAH sponsored by the LA Metro Chamber of Commerce. BAH's are a wonderful marketing opportunity for Chamber investors as they elevate the host's presence in the business community. With average BAH attendance of 60-100+ people, the visibility your organization will receive is priceless. In addition to on-site visibility, the Chamber actively promotes each BAH/host through local media outreach.

Should you choose to host a Business After Hours; the following are guidelines the LA Metro Chamber of Commerce asks all hosts to abide by:

Date and Time

- Business After Hours are held on the third Thursday of each month from 5:00 to 6:30 p.m.

Venue Requirements

- The BAH host must make sure that the intended venue has a minimum occupancy of at least 100 people. If an outdoor venue is selected for a BAH, the host must have an alternative, adequate space available on-site in case of inclement weather.
- The BAH venue should have complimentary parking within a four (4) minute walk of the venue, if not on-site.
- The venue must have adequate restroom facilities and trash receptacles.
- The host must provide a table and two (2) chairs at the entrance to the BAH for registration. The LA Metro Chamber will provide all registration supplies.
- The host is responsible for BAH preparation and breakdown.

Costs

- Payment of the Host Fee (\$750.00) is required to secure a BAH date.
- No entrance fee will be charged to attend a BAH.
- The host is responsible for the planning and expense of the BAH, including all food and beverage expenses.
- The host is to provide food and beverages for 100+ people. Hearty appetizers, beer, wine, and water (cash bars are acceptable) are to be provided during the event.
- The LA Metro Chamber of Commerce requires that the food provider, if different from the host, be a Chamber Investor as well. Please visit our website www.lametrochamber.com for a current list of Chamber Investors.

Hosting Guidelines

- Representatives from the LA Metro Chamber will be selling 50/50 tickets at the door. The host agrees that neither they nor any other group will be permitted to sell 50/50 tickets.
- The host is welcome to provide a few giveaways. Giveaways may be a product or gift certificate from your business or an item you have acquired from another local business (must be a Chamber Investor). The winner(s) will be drawn at the event and must be present to win.
- A BAH may be co-hosted in order to share the associated costs. The LA Metro Chamber of Commerce welcomes such an agreement (additional guidelines may apply) but requires that both hosts be Chamber Investors.

Marketing Benefits

- The LA Metro Chamber is responsible for promotion of Business After Hours including: an event listing on the Chamber's website, Facebook event, social media promotion through Facebook, Twitter and LinkedIn, and emails to LA Metro Chamber investors and Uplift LA Members. The Chamber will invite you to co-host the Facebook event and ask that you do not create your own as the event is a chamber branded event hosted by your organization.
- LA Metro Chamber of Commerce will provide the host with the business cards collected at the BAH. Hosts may use these contacts for follow-up direct marketing. Hosts are not permitted to share the business cards with anyone outside of their business or sell them under any circumstances.
- The BAH host is responsible for reaching out to the LA Metro Chamber with a high-resolution logo and photos for promotion, as well as inform the LA Metro Chamber if there is a co-host, and who the caterer/bar will be.
- The BAH host will be given an opportunity to address event attendees before the drawing of the giveaway winner(s) and 50/50.

For additional information, please contact Rachel Bishop, Membership Services Manager, Lewiston Auburn Metropolitan Chamber of Commerce at 207-783-2249 or Rachel@LAMetrochamber.com