



BUSINESS AFTER HOURS SPONSORSHIP AGREEMENT

The following is a list of requirements and guidelines to be followed in order to sponsor a Chamber Business After Hours (BAH). Please review, complete and sign the last page, and return that page to the Chamber.

DATE AND TIME:

Business After Hours are scheduled the third Wednesday of each month from 5:30 p.m. to 7:30 p.m. Ribbon Cuttings, which can be included at no charge at a Business After Hours, are scheduled for 5:30 p.m.

EXPENSE TO SPONSOR:

The cost to the Business sponsor is \$350.00 which must be paid in full with reservation.

CHAMBER RESPONSIBILITIES:

- Promotion: Notification of the upcoming event is published in the bimonthly *Chamber Newsletter* and *Insider* prior to the Business After Hours, our Chamber website and Facebook page.
- VIPS: Board of Directors and City Council Members receive reminders.
- Ambassadors: Ambassadors from the Chamber membership will be on hand to assist in welcoming members and visitors.
- Staff: Staff will take photos for publication. Chamber will provide:
 - Sign-in/registration forms
 - Name tags/badges
 - Container for Business cards and drawings
 - Camera
 - Door prize tickets
 - Support for prize drawings
- After Event Public Relations: Write up and photo will be published in the weekly *Insider*, Facebook and Twitter.

BUSINESS AFTER HOURS SPONSORSHIP AGREEMENT - *continued*

SPONSOR RESPONSIBILITIES:

- Investment: \$350.00 payment and agreement will be required at time of reservation for the Business After Hours. There will be no refunds for cancellations made within six months of the reserved date.
- Facility: Space **and square footage should be considered as 75 to 150 or more business members and prospective members could attend the Business After Hours**. The use of a tent is permissible for additional space in a parking lot, etc. To encourage networking and interaction among the members, tables and chairs are not recommended
- Invitations: One month prior to the event, the Sponsor Host will provide the Chamber with details: logo, theme, location, entertainment, food/beverages, reason for the celebration for the invitations.
- Equipment: The following equipment is to be provided by the Business Sponsor:
 - Two 6' Sign-in/Registration tables and 3 chairs.
- Refreshments: The Business Sponsor will provide:
 - Finger food/snacks and liquid refreshments.
 - If alcoholic beverages are served, the Business Sponsor assumes all liability in regard to the alcoholic beverages and agrees to hold THE ST. CLOUD GREATER OSCEOLA COUNTY CHAMBER OF COMMERCE harmless from any such liability. The Business Sponsor agrees to comply with all applicable Florida State Statutes regarding serving alcoholic beverages, especially serving alcoholic beverages to minors.
- Drawings: Business Sponsor may provide drawings and prizes (encourage limit of 5 to maximize networking opportunities for members, absolutely no more than 10) to be awarded during Business After Hours. Winners must be present at the time of the drawings in order to win door prizes and the Chamber Business Card drawing. The Chamber also holds 50/50 Raffle for the Adult/Student Scholarship Fund. Drawings, new member introductions, door prize drawings and other announcements will begin between 6:45 and 7:00 p.m.
- Co-Sponsor Concept: Two or more businesses may co-sponsor a Business After Hours. One business may have the facility while others may be able to provide drawings/prizes, food or beverages. All co-sponsor(s) must be listed on the agreement when submitted.

Please complete the information on page 3. Return page to the St. Cloud **Chamber** of Commerce via e-mail, mail or fax.

St. Cloud Chamber of Commerce
1200 New York Avenue, St. Cloud, FL 34769
fax: 407.892.5289
phone: 407.892.3671

Thank you for your participation.

BUSINESS AFTER HOURS SPONSORSHIP AGREEMENT - *continued*

BAH Event date: _____ Ribbon cutting Yes [] No []

Your Business Name

Address of **the location** for the Business After Hours

Would you welcome door prizes from other members? Yes [] No []

Total Due: \$350.00 Check enclosed – Yes [] No []

Signature of Owner/Manager Title

Credit Card Information:

_____ Check _____ Credit Card _____

Card # _____ Expiration Date _____

Member Signature Date

Please notate anything special you would like us to announce in promoting this event. Email your logo to admin@stcloudflchamber.com

NOTE: Announcements of this event will be made after a completed agreement with payment in full is received, and will include the information provided in this agreement.
