



Business After Hours Agreement

Business After Hours is a great networking Chamber event. Each month a different Chamber member holds it at their location. This allows this member to showcase what they do best to a large audience. Attending a few Business After Hours prior to your own gives you time to develop your game plan for your own successful event. You may even pick a theme or provide entertainment.

GUIDELINES:

1. Host must be a Chamber member in good standing.
2. Location of event must be a member business if not held at the host place of business.
3. Ensure an event space large enough to accommodate guests.
4. The Fountain Valley Chamber will charge an admission fee of \$10.00 to non-member guests at the door.
5. Host is responsible for providing food and refreshments. Host is responsible for complimentary beer, wine, sodas and water.
6. The host will supply at least, three door prizes.
7. Host to supply a microphone or PA system to allow for announcements/giveaways. (If space requires one)
8. When promoting your Business After Hours, you must refer to it as “Chamber Business After Hours”. This wording must appear on invitations that you send out.
9. Host must provide the Chamber their logo (if not already on file) at least four (4) weeks in advance of event.
10. The Chamber will provide nametags and sign-in sheets. Chamber volunteers will act as greeters to welcome guests and have them sign in.
11. Host to provide a sign-in table, 2 chairs, and a small wastebasket.



This agreement to host Business After Hours for the month of _____ is valid only with signatures from a member company representative and the Fountain Valley Chamber of Commerce or the event chairperson.

Member Representative _____

Date _____

Company Name _____

Contact Person _____

Event Address City State

Zip _____

Phone Number

E-Mail Address

Company Web Address

I have read and acknowledge the responsibilities & guidelines of Hosting Business After Hours.

SIGNED:

Member

Chamber Representative