



Business After Hours Guidelines & Contract

The purpose of **Business After (or Before) Hours** is to provide Chamber investors the opportunity to enjoy networking in an informal setting. By hosting a "BAH", you are showcasing your business to all who attend.

Cost:

- Option 1 **\$275**: black ink on color cardstock printing; invitations mailed to **all (500+)** investors.
- Option 2 **\$310**: full-color ink on color cardstock printing; invitations mailed to **all (500+)** investors.
- Option 3 **\$100**: digital e-invite sent to Chamber email list; color invitations mailed to investors without email.
- Option 4 **FREE**: digital e-invite included in normal weekly Chamber emails; no paper invitations, no exclusive mailings.

Responsibilities of the Host Company:

A "BAH" is a networking function for Chamber investors. We encourage the host to take up to 5 minutes during the event to introduce themselves, and highlight their organization. Please, no "hard sales" tactics though! We strongly recommend that the host company have display tables with informational pieces readily available for guests to take away with them.

The Host company:

1. must be a member of the Chamber *in good standing* for the year in which the event will take place.
2. is expected to provide facilities to accommodate 50-75 persons, as well as adequate parking arrangements.
3. is expected to provide, *free of charge to guests*, refreshments (may or may not include alcoholic beverages).
4. may elect to provide door prizes. Business cards can be collected to facilitate drawings.
5. may keep all business cards and guest list, to provide follow up with individuals who attended the event.
- 6. must provide a table for name tags and prize drawing.**

The Chamber of Commerce will:

1. design and have 5.5" x 8.5" invitations printed on cardstock (if option 1, 2, or 3 is chosen).
2. coordinate a mailing inviting all chamber members to the event.
3. collect RSVP's for the host company and report numbers to the company before the event.
4. provide nametags for those who RSVP, and will have extra nametags available during the event.

Business After Hours Contract

Please fill out and return **with payment** to: the BG Chamber of Commerce, 163 N Main St, PO Box 31, Bowling Green, Ohio 43402

Requested Date to Host BAH: _____

Please indicate option: **1.**(black ink, **\$275**) ___ **2.**(color ink, **\$310**) ___ **3.**(e-invites, **\$100**) ___ **4.**(e-vites, **FREE**) ___

Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

I understand and agree to the above guidelines.

Signature

Date

Payment is enclosed

Please Bill Me

No Payment Due