



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 stock printing; invitations mailed to **all (500+)** members.

Option 2) **\$310** – up to four-color ink on color stock printing; invitations mailed to **all (500+)** members.

Option 3) **\$175** – digital e-invite sent to Chamber email list; invitations mailed to members who don't have email.

Responsibilities of the Host Company:

A "BAH" is a networking function for Chamber investors. No forced presentations or other interruptions by the host company shall be part of the Business After Hours Event. Host company may have information on display and handouts available for guests to take 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 invitations printed.
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 the day of 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.**(four color ink, \$310) ____ **3.**(e-invites, \$175) ____

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

www.bgchamber.net