



Business After Hours Agreement

Business After Hours is a Menomonie Area Chamber of Commerce & Visitor Center program hosted by Chamber Ambassadors and member businesses for the benefit of Chamber member representatives. These popular events are an opportunity to network in a social, informal setting, and allow member businesses to showcase their programs, services and products.

Business After Hours events take place on the third Monday of each month, from 5:00 p.m. – 6:30 p.m. This set-night schedule allows members to identify that date as the consistent Business After Hours and enhance attendance. It also allows Chamber members to attend similar regional events by avoiding overlapping dates.

Exceptions to the above schedule need to be approved in writing by the CEO 90 days prior the event.

Chamber Ambassadors and staff are available to assist you as you plan your Business After Hours.

Sponsorship

Eligibility: Only Chamber members may sponsor Business After Hours, and are allowed to sponsor (or co-sponsor) one per year. Locations and caterers need to be Chamber member businesses.

Member businesses may combine efforts to co-sponsor a Business After Hours. Applicants need to secure co-sponsors in advance; all sponsoring businesses should be listed on the same application. One sponsor should be designated as the Main Sponsor to act as primary contact for the program. It is the responsibility of the Main Sponsor to be in communication with the co-sponsors. In cases of co-sponsorship, the co-sponsors will determine the financial responsibilities of each. A **maximum of four members** may co-sponsor a monthly program, unless otherwise approved by the Chamber CEO.

Selection: Sponsors are selected in the fall of each year, after the application deadline of **Friday, October 28th**. Members will be notified in November and the 2017 calendar will be finalized and published in December. Applicants not selected in the drawing will be placed on a waiting list in the event there is a cancellation. If the member does not host during 2017, the application may be carried forward for 2018.

Sponsorship, cont.

Refreshments: It is the responsibility of the main sponsor to provide appropriate and sufficient food, and to provide both alcoholic and non-alcoholic beverages. Beverages may be sold for a fee, to be determined at sponsors' discretion. If your organization does not have a liquor license, or the event will not take place at a licensed establishment, the Chamber will secure a temporary Class B permit (to sell fermented malt beverages only) from the municipality. Please note that with a Class B License you must purchase beer from a wholesaler (see below). Wine is not allowed with a Class B License.

Local Chamber Member wholesalers are:

- Bill's Distributing (715) 235-5820
- General Beer Northwest (715) 720-2600

By initialing this box, I am acknowledging that I fully understand my responsibilities as a sponsor for this event, and have my co-sponsors, caterers/location, beverages and need for a liquor license identified.

Location & Set Up

Business After Hours may only be held at, and catered by, Chamber member establishments. For a list of current members, please visit the Chamber's website at menomoniechamber.org.

The sponsor should provide two 6 or 8 foot tables at the room/facility entrance to be used for admission, as well as a microphone and public address system. (Let the Chamber office know if you cannot provide a sound system.)

Chamber Ambassadors will greet people and collect money. The Chamber will provide name tags, pens, starter cash and a Business After Hours sign with admission amounts.

It is recommended that a limited amount of seating be provided. Business After Hours are networking opportunities, and limited seating encourages people to move more freely among the group.

It is recommended that Business After Hours be held at a place that can accommodate a minimum of 50 people and have ample parking.

By initialing this box, I am acknowledging that I have a location set that can accommodate a minimum of 75 people for Business After Hours, and will provide the proper equipment and tables for the event.

Admission

The Chamber will charge an admission fee of \$5 for members and \$7 for non-members. Sponsors are encouraged to provide representatives from their business to greet people. Each sponsor will be given two complimentary admissions. Additional staff may attend at the regular admission rate.

By initialing this box, I am acknowledging that I am aware of the two complimentary admissions, and that additional staff may attend at the regular admission rate of \$5.

Door Prizes

Ambassadors will conduct drawings. Members are encouraged to donate door prizes at any Business After Hours. Consider something seasonal or something that appeals to a wide audience, like gift cards or Chamber Dollars.

By initialing this box, I am acknowledging that I understand I may have door prizes for the event.

Marketing

The Chamber will promote the upcoming Business After Hours on its website and in its weekly e-Blasts at no charge to the sponsor. The sponsor is responsible for designing these promotions. If no designer is available for your company, the Chamber can assist with design services.

A **\$50** fee would be invoiced to your business for design services.

- Dimensions for the e-Blast are 635 x 212 pixels in a jpeg format.
- Promotional materials should be sent to marketing@menomoniechamber.org by **the 10th of the month before your event**. For example, if your event is scheduled for September, your materials are due at the Chamber by August 10th.
- Business After Hours will also be on the featured events on the community calendar on the Chamber website.

Sponsors are invited to have business literature, business cards, or a display of products/services available. This information can be featured at a separate table not to be combined with the registration table or the door prize table. Representatives from each sponsoring business will have an opportunity to briefly address the crowd during the event.

By initialing this box, I am acknowledging that I fully understand the Chamber will promote this event with their website and weekly e-Blasts, and that I will have a design to the Chamber for this promotion. If I do not have someone that can complete this project, I will let the Chamber know so they can assist me with this service. I understand that if the Chamber assists with the design that I will be charged \$50 for this service.

Other

Consideration for special circumstances not covered in these guidelines will be reviewed on a case by case basis by the Chamber CEO.

I have read and agree to the requirements outlined above:

Applicant Signature

Date

Please return a copy of this signed agreement with the 2017 application form.

BUSINESS *after* HOURS

New Business Venues Welcome!

A Premier Chamber Event

- Hosted by Chamber Ambassadors
- Sponsored by Chamber Businesses
- For the Benefit of Chamber Members and the business community

A Business Contact Opportunity

- Meet other Chamber members and community leaders
- Generate potential new business
- Share business information and ideas in a social, informal atmosphere

Be Creative!

- Use a theme to promote your business
- Each event can have up to four sponsors
- Sponsors select location, food and beverages
*See agreement for details

Selection Process

- Complete and return this form to the Chamber office before, **Friday, October 28, 2016**
- Chamber Ambassadors will determine the 2017 sponsors in November of 2016
- Members will be contacted to confirm their selection by December 2, 2016

YES! Enter My Business in the Drawing to be a 2017 Business Before or After Hours Sponsor

(Please include BAH agreement with application - contact Chamber staff for more info)

Business name _____ Phone # _____

Contact _____ E-mail _____

List all co-sponsors: 1. _____

2. _____ 3. _____

Location of event _____

Does your business or location hold a current liquor license? Y or N (circle)

Indicate first three choices (number consecutively 1st 2nd & 3rd choices)

___ Jan ___ Feb ___ March ___ April ___ May

___ June ___ Sept ___ Oct ___ Nov

Return to the Menomonie Area Chamber & Visitor Center by Friday, October 28, 2016

Fax: 715-235-2824 Mail: 342 E. Main St, Menomonie, WI 54751

Questions? Contact Chamber staff at 715-235-9087 or info@menomoniechamber.org