



Criteria for Hosting a Chamber After Hours



The Chamber is proud provide a unique opportunity to network, look at what other businesses are doing, and have a great time doing it. As the Host, you will be in the unique position to network to other Chamber Members on a one to one basis. Any business wishing to host the Chamber Members at their place of business may do so for a nominal fee and assumes the following responsibilities:

1. The Host Business will be asked to pay a \$100 non-refundable fee to the Chamber of Commerce prior to hosting the event. This is to cover the cost of signage and promotion which includes your business logo and contact information in *My Business Advocate* and on our website at least one month prior to the event. Host is responsible for providing an electronic file or clean copy of their company logo to the Chamber office 8 weeks prior to hosting the After Hours.
2. The Host will be responsible for food, beverages and a door prize. (Unless there is an opportunity to utilize a cash bar.)
3. Tours of your facility may be conducted upon your direction. The Chamber assumes no responsibility for these tours.
4. At the *Chamber After Hours* other Member businesses will be invited to participate by "showcasing" their business. We will ask the host to provide tables, table cloths, and skirts for a limited number of participants. Number of Showcase Tables will be based on available space at the discretion of the hosting business.

Business After Hours are generally held February, March, October and November Hosts are asked to please schedule on the **second Thursday, 5 - 7:00 pm**. Other arrangements can be made at the Hosts request. You can host one of these fun events and take advantage of this opportunity to spotlight your business by contacting Sue at the Chamber office at 531-5990 or simply complete this form and fax it to 531-0252. Remember, Hosting opportunities are available on a first come, first served basis.

Company Name: _____ Contact Person: _____

Address: _____ Phone: _____ Fax: _____

e-Mail Address: _____

Date: _____

(Signature required)
Please Indicate Your Preferred Date: (1st & 2nd Choices)
Oct. Nov. Feb. Mar

Space for other Businesses to Showcase

_____ We have room for _____ tables and will provide tablecloths and skirts. Tables size _____ x _____.

_____ We would like to host, but we don't have room for any other businesses to Showcase.

If you need help with ideas for our promotional flyer, or door prizes, please feel free to contact the Chamber office for ideas.

Questions or Concerns? Contact the Chamber Office at 616-531-5990, email julie@southkent.org or log on to www.southkent.org for a complete WKACC Calendar of Events

PAYMENT INFORMATION

Payment is Enclosed Credit Card Other _____
 Visa MasterCard Card Number: _____

Exp. Date: _____ CCID: _____

Name and Address on Card:

Office use only:

Registered: _____	Invoiced: _____	Paid: _____
Adv: _____	Signage: _____	Logo: _____
Other: _____	Division: _____	
ChamberPartner (50%) _____	Chamber Bucks: _____	