



BUSINESS AFTER HOURS *agreement*

The Piscataquis Chamber of Commerce offers 'Business After Hours' member-exclusive and mixer events as a benefit of membership to business owners. BAH events are typically exclusive to chamber members, while 'mixers' are open to the public. These events are designed to bring other local business owners and community members to one specific business on a weeknight, typically a Thursday, from 5-7pm. BAH events are marketed by the Chamber through email marketing, press releases, and social media posts. The goal is to provide exposure for the hosting business, grow local relationships, and ultimately, increase revenue while providing an instrumental networking opportunity for business owners within the chamber family.

These events are casual, usually with no specific agenda, rather a night of socializing, exchanging ideas, and meeting new people. Business cards are exchanged and new partnerships are formed. It is an invaluable experience our members truly enjoy.

The Piscataquis Chamber DOES NOT charge a fee to the hosting business to hold a Business After Hours Event, however does require the hosting business to invest in the success of the event. **Below is a description of what business owners are required to provide, and a description of the areas for which the Chamber will be responsible to facilitate a successful event.**

Hosting Business to Provide:

Greater Investment:

Food

Catered Food
Open Bar or Cash Bar (Bar tender & license)
Dessert options/Coffee/Tea
Sturdy plates and silverware

Seating:

Tables and Chairs/Tablecloths

Door Prizes:

Larger ticket items, gift cards, etc.

Smaller Investment:

or light fare such as:

Meat, Cheese, or Veggie Platters, Crackers, Fruit
Beer, wine or coolers set out for guests
Cookies, brownies, coffee
napkins for finger foods

Cocktail-hour style/standing only, a few chairs
for elderly

Logo Merch, tees, hats, etc., smaller ticket gift
cards

Hosting business must also provide content for the press release and email blast.

Chamber to Provide:

- ✚ Creation and distribution of email-blast invitation
- ✚ RSVP Tracking and reporting
- ✚ Creation and publication of press release and invitation to news and media contacts [NOTE: Hosting business MUST provide content for the press release]
- ✚ Listing of the event on the chamber's website/upcoming events calendar.
- ✚ Social Media posts with live link to the eblast and RSVP button, so those who are not on the chamber's mass-mailing list still receive the information.
- ✚ Large sandwich-board sign set up in front of member location on the morning of the event so passers-by will be made aware of the event.
- ✚ If needed, assistance by the Chamber Director or a member of the Board of Directors BEFORE and AFTER the event, i.e.: set up, assistance during, and clean-up.
- ✚ Involvement by the Chamber Director during the event including introductions, announcements, a brief presentation (if wanted), and drawing of door prizes.

DISCLAIMER: Please note that the Chamber will provide a 'head count' to the hosting business based on responses received through email marketing and other RSVPs taken by phone and email, but cannot guarantee attendance to the event. The Chamber cannot be held responsible for poor attendance and will not offer refunds or compensation for food items and/or other costs involved in preparation for the event. The chamber recommends hosting business also send personal invitations to those on their own mailing lists, contractors and sub-contractors, customers, suppliers, etc., to ensure greater attendance.

Agreement & Signatures

Company Name _____ Contact Name _____

Contact's Title _____ Phone _____

Email _____

Requested Date of Event _____

Approved? Y ___ N ___ Alternate Date: _____

As hosting company, please list ALL items you plan to provide for the event:

I understand and accept the terms of this agreement.

Hosting Company Contact Signature Date

Chamber Director Signature Date