



## 2018 Business After Hours Hosting Agreement

The 2018 Business After Hours sponsorships are available exclusively to member companies of the Lake Zurich Area Chamber of Commerce.

Host: \_\_\_\_\_ Event Date: \_\_\_\_\_

1/9, 1/25, 2/13, 4/10, 5/8, 5/24, 6/12, 7/10, 7/26, 8/14, 9/11, 9/27, 10/9, 11/13, 12/11

### Host Requirements:

Check each box below acknowledging that you agree to adhere to these guidelines:

- Host membership **must be in good standing** with the Lake Zurich Area Chamber of Commerce when booking and hosting the event
- Hosts of this event are welcome to invite non chamber member guests so long as they provide the Chamber with a list, no less than one week in advance of the event, to be used at the registration table
- All catering should be provided by a current chamber member in good standing**
- Host & Caterer must meet all state and local requirements for hosting such an event, including Health Department requirements.
  - Food and beverage for *approximately 80* attendees
  - Alcoholic beverages may be provided as a cash or open bar at the host's discretion
- Adequate space for *approximately 80* people
- Parking availability for *approximately 80* people
- Coat rack or room availability (November – May) for *approximately 80* people
- Registration table skirted with 2 chairs located at the entrance to the event (not the entrance of the facility)
- High top tables or tables with LIMITED chairs (remember this is a networking event)
- Minimum of one door prize valued at \$25
- Logo provided in jpeg format to the Chamber's Events & Program Manager, [Events@lzacc.com](mailto:Events@lzacc.com)
- Site visit (Events & Program Manager will walk-thru the facility 30 days prior to event) *if needed*
- Host is welcome to partner with other Chamber members, in good standing, to co-host the event and both companies will be promoted
- Any outdoor venue will be required to have a secondary location in the event of rain/weather
- No rain/snow dates – in the event that weather requires the Chamber to cancel your event, you will be guaranteed placement for the next year

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## Chamber Requirements:

- Promote event and host through:
  - Weekly Chamber Happenings email for no less than 3 weeks prior to event
  - Networking segment email
  - Use of Social Media
  - Our online Chamber calendar of events
- Staff or volunteers to work the registration table for the duration of the event (5 PM – 7 PM)
- Collects business cards at the registration and emails the host an Excel spreadsheet of those in attendance no later than one week after the event

**Main Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Secondary Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

On behalf of \_\_\_\_\_, I agree to comply with the above hosting requirements.

\_\_\_\_\_  
Company/Organization Rep Signature

\_\_\_\_\_  
Company/Organization Rep Printed Name

Date \_\_\_\_\_

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### Internal use only

- |   |             |
|---|-------------|
| <input type="checkbox"/> Hosting Application Received | Date: _____ |
| <input type="checkbox"/> Hosting Date Confirmed       | Date: _____ |
| <input type="checkbox"/> Website/Calendar updated     | Date: _____ |
| <input type="checkbox"/> Logo Received                | Date: _____ |
| <input type="checkbox"/> Site Visit Complete          | Date: _____ |

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