



2017 Chamber BEFORE Hours Hosting Agreement

The 2017 Chamber BEFORE Hours sponsorships are available exclusively to member companies of the Lake Zurich Area Chamber of Commerce.

Host: _____ Event Date: _____

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 must 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 40* attendees
- Adequate space for *approximately 40* people
- Parking availability for *approximately 40* people
- Coat rack or room availability (November – May) for *approximately 40* 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, JoAnneV@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

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 (7:30 AM – 9 AM)
- 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 _____

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: _____ |