**Business After Hours 2017 Host Agreement**

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| Bossier Chamber of Commerce 710 Benton RoadBossier City, LA 71111Phone – 318-746-0252 |
| **Sponsor Information** |
| Company Name:  |
| Contact First Name:  | Last Name:  |
| Email:  |
| Work Phone:  | Mobile:  | Fax:  |
| Billing Address:  |
| City:  | State:  | Zip:  |
| Name of Sponsorship: **Business After Hours 2017 -** Business After Hours is a monthly networking event open to all Chamber members. An average of 50 to 100 members attend each After Hours. This sponsorship requires a signed agreement for all the terms listed in the benefits section. ONLY ONE AFTER HOURS PER BUSINESS LOCATION. |
| **Benefits:** Chamber will: Produce and email After Hours invitation (on which sponsor logo will be placed); promote after hours through Weekly Chamber eNewsletter (distributed to more than 2,200 member emails), Chamber website and various social media platforms; furnish name tags and Bossier Chamber staff/volunteers to register guests and collect business cards for the door prize drawings; give all business cards collected to the sponsor at the close of the event. Sponsor will: provide location for After Hours that will accommodate at least 150 people with immediate or adjacent parking to accommodate guests (location must be a Chamber member in good standing); provide and place directional event signage if needed/required; arrange and pay for catering of food and beverage refreshments (by using Chamber members only); arrange for a PA system and registration table at venue entrance; deliver welcome address by 5:30 pm; provide a “grand prize” to be given away in a drawing; solicit additional door prizes from Chamber members (if needed); arrange for clean-up at event end. Sponsor may use Chamber produced artwork for email invitation if they wish to print for distribution or mailing. (If hosting in August, event must be held indoors.) NO FIRST RIGHT OF REFUSAL FOR 2018. *Please note: Once a signed contract is received, the host location will be toured by Chamber staff to determine if the proposed location meets the requirements for hosting the event.*  |
| Sponsorship cost: **$1,100** |
| Purchaser's Authorizing Signature: |

**Please Note:** Your signature binds this contract and acknowledges you agree to submit the full amount of the contract fee net 30 days of invoice. No refunds if cancelled.

Please rank, from 1 to 4, your month hosting preference below. If there is a month you cannot host, please mark with an X.

\_\_\_ February \_\_\_ April \_\_\_ August \_\_\_ October

(August must be held indoors)

Please email completed contract to jana@bossierchamber.com

Signed contracts are due by **5 pm on September 23, 2016**

Drawing for hosts will be held on September 28 at the third TRC reward luncheon,
and all potential hosts will be notified of the selections.