



Business Before Hours

Business Before Hours is a unique way to display your business to other Chamber members and the local business community. You are proud of your business accomplishments, business location, product, and/or services and the Chamber offers you this membership mixer opportunity as a way to promote yourself to other businesses and the community. Business Before Hours are held monthly.

Once your request has been received, you will be sent an invoice for the \$50.00 fee to cover the cost of the Chamber staff, advertising, printing, and marketing for your month. You will have 30 days to pay the invoice to secure your month. If payment is not received, at the Chamber's discretion, a replacement business will be assigned to your month. Members must be in good standing with dues paid current. The Chamber reserves the right to cancel a Business Before Hours if the host business is past due on its membership investment. In the event you are unable to host the month assigned, please notify the Chamber 60 days in advance so we may find a replacement. No refund will be issued for cancellations.

Chamber is responsible for:

- Highlighting the host business, for the hosted month, in weekly email E-Blasts, VISTA Newsletter, Chamber website, and other publicity.
- Providing a list of members that can cater your event, upon request.
- A Chamber staff member doing a walkthrough of your chosen venue with you prior to the event.
- Taking pictures of your event to be published on the Chamber website, social media, and other Chamber mediums.

Host is responsible for:

- Food to feed approximately 50-60 people (continental breakfast recommended) Chamber will supply the list of members that can cater, upon request.
- If you choose to serve adult beverages, they must be served by a certified/licensed bartender.
- Notifying the Chamber, 30 days prior to the event, as to who will cater the event.
- Venue and parking for the event. Will it accommodate 50-75 people, is the parking adequate, and will you require a Public Address System?
- Invitations for your clients, city dignitaries, neighboring businesses, and other personal contacts. If you request an RSVP on your invitation, they should respond to your business point of contact and not the Chamber.
- Business presentation at the event. Tours through your business, 10 minute speech, or a short video. Also include and introduce your staff so everyone can meet them as well.



Business Before Hours Host Request/Agreement

Company Name: _____

Address: _____

Phone: (_____) _____ Email: _____

Point of Contact: _____

Location of BAT: _____

Caterer: _____

Theme: _____

I have read, understand and agree to the terms of this contract. I will not hold the Sierra Vista Area Chamber of Commerce, its Directors/Officers, or the staff liable for any damages, theft or injury that may occur during this event.

I understand that as a Chamber member, my membership dues must be in good standing in order to proceed with the Business Before Hours event. I also understand that the Sierra Vista Area Chamber of Commerce reserves the right to cancel and replace my business with another business member if my membership investment is past due.

If I am unable to host the scheduled Business Before Hours event, I agree to notify the Chamber 60 days in advance of my scheduled event so they may find a replacement. I also understand that my fee is non-refundable.

Owner/Manager Signature: _____

Date: _____

The Sierra Vista Chamber of Commerce will be available to answer any questions you may have. Please contact Kaylene Nicholas, Events Coordinator at 458-6940 or email coordinator@sierravistachamber.org

For Office Use Only:

Received Date: _____

Month Assigned: _____

Dues Paid: Yes _____ No _____

Verified By: _____