Make your Business After Hours a Great Success!

- Invite your customers!
- Add background music, great food, and drinks.
- This is YOUR time to shine!

PROMOTE your Business After Hours on Facebook, in your business, and to the community!

- Decorate for the season!
- Work to make your flyer stand out!

ALCOHOL LIABILITY

Although the Chamber carries legal liquor liability, as the host business, you are advised to check with your insurance carrier to insure that your business has sufficient liability regarding the service of alcohol. The host business will be required to pay the cost of an Oregon Liquor Control Commission permit if required. They can be reached by phone at (503) 378-4871.

Albany Area
Chamber of Commerce

435 W. First Ave.
Albany, OR 97321

Phone: 541-926-1517
Fax: 541-926-7064
E-mail: dgabriel@albanychamber.com

Business after Hours







Albany Area Chamber of Commerce

Without Business, there is no community.

Business After Hours

The Albany Area Chamber of Commerce wants to provide you with networking opportunities and ways to showcase your business.

Business After Hours is designed for members to meet and build relationships with other members from small, mid-size and large organizations that represent a variety of industries.



It's a great opportunity to get people into your business, meet other members, and network.

It runs from 5:15 PM until 7:00 PM. The Chamber staff will arrive at your business at 4:45 PM to help you set up and answer any last minute questions.

During the program, there will be a short break at about 6:00 PM when the board Chair will introduce the host, who will then give a small speech to the group and introduce employees and key personnel.

The door prizes and 50/50 raffle drawings will also take place at this



Organizing Your Event

Date: Business After Hours is held the third Tuesday of each month from September through June unless otherwise noted by the Chamber. **The Chamber does not accept responsibility for potential conflicts due to date changes.**

Sponsorship: All Business After Hours sponsors will have a sponsorship fee of $350. This fee is payable in two payments, $175 non-refundable payment due at time of registration to hold your date and $175 due upon delivery of flyers to the Chamber.

Refreshments & Hor d'oeuvres: Alcoholic and/or non-alcoholic beverages may be served, and food can be simple or extravagant depending on your preference. Please contact the Chamber for a list of caterers.

Registration Prices: Registration is priced at $7.00 for pre-registration, $8 at the door, and $10 for non-Chamber members. Registration fees are returned back to the hosting company to help defray costs.

Invitation: The hosting business may invite their clientele free of charge, however the host must provide the Chamber with specific names of the clientele attending.



Your Role

- On the 20th of the month prior to the event, the host is to provide 1,500 flyers to be inserted in the *Chamber Network*. Examples of past flyers are available at the Chamber office.
- Make appropriate arrangements for adequate beverages and hors d'oeuvres through Chamber member caterers.
- Provide 4-5 door prizes to be raffled at the event.
- Provide a registration table and two chairs for Chamber staff.

Chamber Role

- A Chamber representative will discuss all details with host two weeks prior to the event.
- Publicize the event through the *Chamber Network* and weekly broadcast email.



- Take reservations and provide name tags for people who have pre registered.
- Call host to confirm attendance number the day before the event.
- Arrange and supply adequate staff and support to participate as greeters and registration desk services.