



Monday, July 1, 2019

NAME, Contact Person @ Sample Business

SAMPLE BUSINESS

Address

Telephone

Email

RE: Charlottesville Regional Chamber of Commerce Let's Connect – EVENT DATE

Dear NAME,

Thank you for agreeing to Host a Let's Connect event. The Chamber will recognize your support and efforts at every opportunity. Benefits to your organization will include:

- Appear repeatedly in Chamber communications, including our website, newsletter, social media, and public events calendar.
- Showcase your products and services in front of up to 200 community members.
- Make welcome remarks to the group and personally connect with dozens of potential new clients who already know your name.

The Host agrees to the following requirements and responsibilities:

- Assume all organizational responsibility to ensure a successful event.
- Provide exclusive use of your facility (or a designated area) during the event, 4:30-6:30pm.
- Provide all food and beverages. Legal disbursement of alcoholic beverages will be the responsibility of the Host.
- Provide complimentary parking or shuttle service for all attendees.
- Provide use of your organization's logo for event promotion.
- Provide code capacity limit and building/insurance permit upon request.
- Provide a PA system if needed for voice amplification.
- Provide overhead coverage for outdoor events in case of inclement weather.
- Hosting Fee of \$1,000 must be paid in order to secure your booking, no later than 30 days from signing the contract. The Chamber may accept other inquiries until your payment is received.
- If you cancel your event booking, 50% of the hosting fee will be refunded if (1) the cancellation is made at least 90 days in advance and (2) the Chamber is able to book an alternate host.

Maximum number of guests (must be between 75 and 200): _____

Host Signature

Date

Additional Event Information

Advertising: Promotion will be coordinated and provided by the Chamber of Commerce. To ensure maximum promotional opportunities, please send marketing materials at least 6 weeks prior to the event date: preferred venue photos, special event details, and up to two paragraphs of marketing copy.

Attendance: Regional business executives, local leaders and other employees from organizations within the Chamber membership attend Let's Connect. The Chamber will handle all RSVPs. The Host will provide the Chamber with a list of their invited guests three days before the event. The Chamber will provide an approximate number of attendees seven days prior to the event with a firm guarantee two days prior to the event.

Co-Host: You may partner with another Chamber member to help plan the event and/or cover a portion of the event expenses. Members must arrange their own co-host agreements and provide details to the Chamber. Co-hosts may have their logo associated with the event, display materials at the venue, and give a brief welcome to members at the event. Any non-member company providing services on your behalf during the event will not be allowed to promote their product in any way.

Sponsorships: The Host may not solicit event sponsorships without prior approval by the Chamber. Any approved sponsorships must be limited to Chamber members only.

Door Prizes: The Host may provide a door prize (at least \$15 value) for a drawing during the event. Prizes should be from your enterprise or other Chamber enterprises. Door prizes should be delivered to the Chamber as soon as possible. The Host will receive all business cards from the door prize drawing.

Food and Beverage: It is required that some form of complimentary, alcoholic beverages be provided. All other beverage and food choices are left to the Host's discretion. Food and beverage should be planned for up to 100 people until final number guarantee is provided by the Chamber. Upon request, a list of Chamber member caterers will be provided. Non-member caterers may not display their company name or logo on any material including uniforms.

During Event: Brief remarks to attendees will take place about halfway through the event. The Chamber Chairman or Chamber President will open the remarks and thank the Host. The Host will then welcome attendees, recognize special guests and co-hosts, and speak for up to 5 minutes if desired.

Thank you, again, for supporting another successful Let's Connect event. Our signature networking event depends on members like you.

Best regards,
Elizabeth Cromwell
President & CEO, Charlottesville Regional Chamber of Commerce
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