



C.H.O.W. TIME AGREEMENT

This agreement constitutes the date and publicity agreement between the Brainerd Lakes Chamber and the event sponsor.

Please sign and return this copy with payment no later than _____

Date of Event: _____

Business Name: _____

Authorized Representative: _____

Phone: _____

Location of Event: _____

This agreement guarantees the date chosen for C.H.O.W. Time will be secured and held upon the receipt of payment.

The fee for C.H.O.W. is \$150.00 and is due upon booking. If a sponsor cancels 60 days or more prior to the event, their payment will be refunded, less a \$50 cancellation fee. If the sponsor cancels 60 days or less, they will be responsible for the full amount.

Attendees to C.H.O.W. pay \$5.00 per person if reservations are made in advance or \$7.00 per person if paying at the door. As many as three Chambers staff may attend to support the event at no cost.

The Brainerd Lake Chamber will assist in promoting the event in the E-Connection newsletter sent to 2,400 members, Your Chamber Connects monthly mailer sent to 1,000 members, the Chambers' website, on monthly radio show, at events, and in a press release. The Chambers will provide free upon request a list of the members who have joined the Chamber in the past three-months for you to call and personally invite. The sponsor may also use the Chambers' bulk mailing permit or other promotional resources (event e-mail, insert in mailing, etc). The sponsoring business will provide their business logo and "promotional bullets" to use not later than the 15th of the month prior to the event.

DISCLAIMER: The Brainerd Lakes Chamber is not responsible for any loss or damage to any material, equipment, personal belongings or personal injury that might occur prior, during or after the scheduled event.

Your signature confirms your acceptance of all items in the Agreement.

(For Brainerd Lakes Chamber)

(Authorized Business Representative)

Date

Date

C.H.O.W. Time RESPONSIBILITIES

Responsibilities of Sponsor

- Schedule the event and contract payment.
- Provide the Chamber with the company logo and promotional information two months prior to the event.
- Provide lunch and beverages.
- Provide door prizes.
- Provide two tables, one for registration, and the other for businesses to display any brochures, prizes, and promotional items.
- If a special brochure is created to promote the event, the sponsor will submit a proof to the Chamber staff for approval prior to printing.
- Present a ten minute overview of your business or organization to guests.

Responsibilities of Brainerd Lakes Chamber

- Promote the event as outlined in the agreement.
- Provide registration numbers to sponsor two days prior to event.
- Assist volunteers and sponsor as required.
- Provide sponsor with list of event attendees within one week of event.
- Submit check for proceeds from event registration to be distributed to sponsor.

Responsibility of Committees

- Chamber Ambassador volunteers will assign a Committee Event Chair to host and facilitate the event.
- Chamber Ambassador volunteers and Chamber staff liaison will arrive 30 minutes early to help set up, serve as greeters, and facilitate registration.
- Provide sign-in sheets, name tags, and collect money.
- Chamber Ambassador volunteers will conduct door prize drawings.

At Event

11:30-11:45 p.m.	Chamber Ambassador volunteers and Chamber Staff arrive
12:00 p.m.	Lunch & Networking begins
12:20 p.m.	Introduction of Sponsor
12:30 p.m.	Attendees self-introductions
12:45 p.m.	Introduction of first time attendees
12:50 p.m.	Chamber Highlights of What's Happening
12:55 p.m.	Door prize drawings