



BUSINESS BEFORE, DURING OR AFTER HOURS **CONTRACT**

To Whom It May Concern:

Your responsibility as the host is to provide an *indoor and/or outdoor facility* for your event with hors d'oeuvres and beverages, *at no charge to the guests*. Music and/or entertainment are at your discretion. The time frame your event will depend upon if you are doing a Business Before, During or After Hours. You will need to provide a PA system. During the event you will be introduced by a chamber staff member and given time to welcome your guests and tell about your business. We will also draw approximately six business cards for door prizes, provided by you. We will be glad to discuss any of the details of the event and may be reached by the information listed below.

IF YOU ARE PLANNING TO HAVE A CO-SPONSOR THEY MUST BE A CHAMBER MEMBER. CONTACT THE CHAMBER FOR APPROVAL.

Prior to the event, I will contact you to set up an appointment for a brief site visit, discuss last minute details and provide you with a registration number for your catering purposes.

The invitation for your **BUSINESS BEFORE, DURING OR AFTER HOURS** will be published in the Grand Strander. The chamber will take all RSVP's from its members. The chamber's staff will work the registration areas to register the guests and provide them with nametags. You will need to provide three registration tables, six chairs and two small trashcans near the entrance.

Your hosting this event will give you the chance to promote your business and give members the chance to network with each other. In appreciate for your hosting the event, the chamber will provide you with a complimentary membership list.

If you have any questions or need more information, please feel free to contact me.
Phone: (843) 916-7240, Fax: (843) 916-7258, E-mail: Shannon.Haswell@VisitMyrtleBeach.com.

Thank you!!

Sincerely,

Shannon Haswell

Shannon Haswell
Membership Programs & Services Coordinator
Myrtle Beach Area Chamber of Commerce



BUSINESS BEFORE, DURING OR AFTER HOURS
CONTRACT

I understand and agree to abide by all requirements set forth in this contract.

Shannon Haswell
Membership Programs & Services Coordinator
Myrtle Beach Area Chamber of Commerce

Date signed: _____

Host

Date signed: _____

Please return signed contract to:

Shannon Haswell
Membership Programs & Services Coordinator
Myrtle Beach Area Chamber of Commerce
1200 N. Oak Street
Myrtle Beach, SC 29577
Fax: (843) 916-7258



BUSINESS BEFORE, DURING OR AFTER HOURS CONTRACT

Name of Sponsor: _____

Contact: _____

Phone: _____

Date of Event: _____

Host Responsibilities:

- Return signed contract
- Provide camera ready logo
- Provide indoor and/or outdoor facility for event
- Hors d'oeuvres
- Beverages (beer, wine, soft drinks and water)
- 6 door prizes (approx.)
- Provide for chamber registration staff: 3 tables, 6 chairs and 2 small trash cans
- Provide small table for door prizes
- Introduction of your key staff at event
- Provide PA System for speakers

Chamber Responsibilities:

- Provide host **one** ¼ page ad in the monthly Grand Strander
- Broadcast fax and/or e-mail to members (as needed)
- Site visit approximately 2 weeks prior to event
- Take event registrations
- Provide registration count to host
- Staff registration tables at event
- Provide complimentary membership list on CD or E-mail
- Provide business cards collected at the event