



## BUSINESS BEFORE, DURING OR AFTER HOURS CONTRACT

To Whom It May Concern:

Your responsibility as the host is to provide an indoor 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 five 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 RSVPs from its members. The chamber's business development division will staff the registration areas to register the guests and provide them with name tags. You will need to provide two registration tables, four chairs and one small trash cans 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 appreciation for hosting the event, the chamber will provide you with a complimentary membership list, a 1/4 page ad in the monthly Grand Strander and all business cards collected at the event.

If you have any questions or need more information, please feel free to contact me.  
Phone: (843) 916-7276, Fax: (843) 626-0009, E-mail: Kema.Parsley @VisitMyrtleBeach.com.

Thank you!!

Sincerely,

*Kema F. Parsley*

Kema Faulk Parsley  
*Business Development Programs Manager*  
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.

\_\_\_\_\_  
**Kema Faulk Parsley**  
*Business Development Programs Manager*  
Myrtle Beach Area Chamber of Commerce

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Host

Date signed: \_\_\_\_\_

Please return signed contract to:

**Kema Faulk Parsley**  
*Business Development Programs Manager*  
Myrtle Beach Area Chamber of Commerce  
PO Box 2115  
1200 N. Oak Street  
Myrtle Beach, SC 29578  
Phone: (843) 916-7276  
Mobile: (843) 333-2267  
Fax: (843) 626-0009  
[Kema.Parsley@VisitMyrtleBeach.com](mailto:Kema.Parsley@VisitMyrtleBeach.com)



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

**Name of Host:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Address of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

**Description of Event (e.g., food, view, directions/parking – oceanfront, music, door prizes):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Host Responsibilities:**

- Return signed contract
- Provide camera ready logo (jpg )
- Provide indoor and/or outdoor facility for event
- Hors d'oeuvres
- Beverages (at least 2 complimentary beer & wine and soft drinks & water)
- 5 door prizes (approx.)
- Provide for chamber registration staff: 2 tables, 4 chairs and 1 small trash can
- Introduction of your key staff at event
- Provide PA system for speakers

### **Chamber Responsibilities:**

- Provide host **one** ¼ page ad or business card ad in the monthly Grand Strander
- Provide complimentary membership list by e-mail (only if requested)
- Take event registrations
- Provide registration count to host
- Staff registration tables at event
- Provide business cards collected at the event