



GREATER IDAHO FALLS
CHAMBER OF COMMERCE

630 W. Broadway, Idaho Falls, ID 83405 Phone: (208) 523-1010 Fax: (208) 523-2255
Email: khuggins@idahofallschamber.com

Business After Hours Hosting Agreement

Event Date: 5-7pm

Company Name:	
Venue Address:	
Event Contact:	Title:
Contact Phone:	Email:
Billing Contact:	
Billing Address:	

The agreed cost of hosting a Business After Hours event is \$250.
Please pay at least 30 days prior to the event. *Initials:* _____

I agree to pay the above cost to the Greater Idaho Falls Chamber of Commerce for the opportunity to host a Business After Hours event. If I do not cater the event myself, I agree to employ the services of a Greater Idaho Falls Chamber of Commerce member. I understand that if, for any reason, I cancel the event during the 30 days prior the hosting fee of \$250 is non-refundable.

Authorized Signature: _____ Date: _____

For Office Use ONLY

Check #:	Cash:	Amount: \$	Member #:
<i>Master Card / Visa / American Express / Discover</i>			
Card #:	Exp:	CVV#:	
GIFCC Rep:	Posted: Y N	Date:	
Sound System Y N	Mailing Labels Y N	Date Received: _____	

The Greater Idaho Falls Chamber of Commerce developed these guidelines to help you orchestrate a successful Business After Hours (BAH).

What the Chamber will Provide:

- Ambassadors will be on hand to help welcome guests and introduce members, along with helping you with last minute needs.
- Insertion of your BAH announcement in the weekly E-newsletter every week for four weeks prior to the event.
- Your BAH date, time, and location listed on the web site calendar.
- Your BAH date, time, and location listed on the GIFCC Facebook page.
- Live radio mentions every Monday morning between 8-9am on Chaparral Broadcasting (106.3 and 98.1).
- Chamber membership email reminder two days prior to the event.
- Your name, company and date will be announced at the Tuesday Forum Luncheons every week for four weeks prior to the event. The announcement will also run on the Powerpoint announcements at the beginning of the forum luncheons.
- Chamber membership address labels are available if you would like to spend a little extra on postage and the postcards or letters. This personal touch generally encourages more people to attend. **Please let us know if you would like this option.**
- A microphone and sound system is also available. **Please let us know if you would like this option.**
- We will contact the media (newspapers, etc.) with a press release.

What Your Responsibilities Are :

- Please email your logo (jpg, eps or tif format) and any information about your company to be used in event promotions to khuggins@idahofallschamber.com.
- **Door Prize(s)** - Provide a basket for business cards for the door prize and grand prize drawings. The door prizes are generally worth \$5.00 or more and are provided by you and/or the general membership.
- **Grand Prize** - Provide a product or service from your business or a gift certificate from a local Chamber merchant, etc. The grand prize is generally worth \$100-\$250.
- **Name Tags** - This will help identify your guests and their business, and will help members get to know you, the host/hostess.
- **Information** - Brochures are a great way to showcase your business, products, and services.
- **Flyers and Business Cards** - Distribute on the check-in table at the Tuesday Forum Luncheons. A representative from your company is encouraged to come to the Forum Luncheon(s) to personally invite the membership. *Dates, times, and location of the Tuesday Forums can be found on our web site at www.idahofallschamber.com or the Greater Idaho Falls Chamber of Commerce Facebook page.*
- **Samples** - These can be giveaways or displays to enhance the benefits of your company's products or services.
- **Staffing** - Encourage your employees to join the Ambassadors in greeting and meeting members.
- **Refreshments** - **Appetizers, as well as alcoholic and non-alcoholic beverages are required** and greatly appreciated. This will encourage greater attendance to make your event a success. Refreshments can be as simple or elaborate as you want - anything from cold cuts, fruits, vegetable, appetizers, to barbecue. **Please remember to use Chamber members to provide catering and beverage services. A list of members can also be found on our web site at www.idahofallschamber.com.*

Please contact Kerry Huggins, Programs & Events Coordinator, Greater Idaho Falls Chamber of Commerce at 523-1010 or 521-9207 for any questions or concerns. **Thank you for being our host!**