**FY 2019 Business Card Exchange Reservation Form**

**Sponsor Contact Information:**

|  |
| --- |
| Company: |
| Event Address: |
| Point of Contact: |
| POC Primary Phone: |
| POC Email: |
| Company URL: |

|  |
| --- |
| Co-Host #1: |
| Point of Contact: |
| Co-Host #2 |
| Point of Contact: |

**Select Date:**

**~~October 17, 2018~~**

**~~November 21, 2018~~**

**~~December 19, 2018~~**

**January 16, 2019**

**February 20, 2019**

**March 20, 2019**

**April 17, 2019**

**May 15, 2019**

**June 19, 2019**

**July 17, 2019**

**August 21, 2019**

**~~September 18, 2019~~**

**Policies and Procedures for hosting:**

* A minimum deposit of $500.00 is required to secure the event for your organization. The final balance of $500.00 will be due 90 days prior to the event. The fee for hosting is non-refundable and may not be applied to other Chamber events, programs or sponsorships. Total cost of sponsorship for the event is $1,000.00.
* Event dates are reserved on a first deposit received basis. Verbal communication cannot secure a date.
* Co-hosting: If you opt to co-host the event and the co-hosting organization withdraws their participation, the originating host is responsible for paying the hosting fee. Originating host is responsible for submitting co-host’s logo and information for marketing purposes.
* Space must accommodate as many as 120-150 guests comfortably in one room/area with adequate parking available.
* The Frederick County Chamber of Commerce will be responsible for printing name badges and process all registrations for your event.
* Host venue should provide, at minimum, one six foot table and a trash can at the entrance for Chamber staff to set up a registration area.
* Host should submit their logo to [editor@frederickchamber.org](mailto:editor@frederickchamber.org) no later 45 days prior to the event for marketing purposes, using the following specs:
  + Vector image formats: .eps or .ai with a minimum resolution of 300 dpi.
  + Check your Chamber online directory information to make sure it is current and the URL is correct.
* Refreshments are the responsibility of the hosting organization. We ask that you utilize other Chamber members for this if possible. It is the host’s discretion whether or not to provide alcoholic beverages at the event. Head count will be provided by the Chamber staff weekly leading up to the event and then two days prior, any updates to the final count will be given.

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**Host Venue Benefits:**

* Verbal invitation (with mention of your company name) to members at other Chamber events
* Spotlight (with logo and link) in the Chamber weekly e-newsletter (which reaches over 3,500 people)
* Logo with link to your business on the event registration page
* On-site coordination by Chamber Staff for registration, name badges and door prize drawings
* Use of Chamber PA system (a $300 value, if needed)
* Mailing List of all attendees (a $400 value if you were to purchase)
* Ability to showcase your venue and allow other Chamber members to learn about your business by visiting your venue directly. Attendees will hear about your business during a two to five minute speech during the event announcements.

**Signature below represents agreement of policies and procedures of event as outlined above.**

|  |
| --- |
| Printed Name: |
| Title: |
| Signature: |
| Date: |

Payment: Deposit of $500 must accompany this completed form. Balance of $500 must be paid 90 days prior to event date (invoice will be sent to you).

Check Enclosed for $ (made payable to Frederick County Chamber of Commerce)

Please charge my  Visa  Mastercard  American Express for the following amount $

|  |
| --- |
| Name on card: |
| Card Number: |
| Expiration Date: CCV: |
| Billing Address: |
| City, State, Zip |
| Signature: |

**Please complete form and return:**

**By email:** [**cbutler@frederickchamber.org**](mailto:cbutler@frederickchamber.org)**.**

**By mail: 118 North Market Street Suite 200 Frederick, MD 21701.**

**If you have additional questions, please call Christy Butler, 301-662-4164 x210.**