**FY 2019 Coffee & Contacts To Go 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:**

**November 2, 2018**

**May 3, 2019**

**Policies and Procedures for hosting:**

* Full payment of the host fee of $250 is required to secure the event for your organization. The fee for hosting is non-refundable and may not be applied to other Chamber events, programs or sponsorships.
* Event dates are reserved on a first deposit received basis. Verbal communication cannot secure a date. Event sponsorship may be secured on our website, [www.frederickchamber.org](http://www.frederickchamber.org), by visiting the event on our calendar and selecting the host fees event item.
* 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 50-75 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 check-in area.
* Host should submit their logo to [editor@frederickchamber.org](mailto:editor@frederickchamber.org) no later 30 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. 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. Light breakfast items that people can carry around with them along with coffee, tea and assorted juices are recommended items.

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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 space and what your company does. You’ll have a two to five minute opportunity to talk about your company during the event.

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

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

Payment: Full amount of $250.00 must accompany this completed form.

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

Please charge my  Visa  Mastercard  American Express for the following amount of $250.00.

|  |
| --- |
| 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**