

# CHAIRMAN'S EVENTS

Company \_\_\_\_\_

Company Contact \_\_\_\_\_

Contact's Phone \_\_\_\_\_

Contact's Email \_\_\_\_\_

**Event Date (Select preference)**

2018                       2019                       Both

**Event Time**

8 to 9:30 a.m. OR 11:30 a.m. to 1 p.m.

Trade is subject to final approval by the Chamber.  
Chamber staff will make contact to discuss specific trade details.

**CHAMBER provides the following benefits:**

- Receive one table of ten
- Receive preferred seating
- Recognized on event signage (name)
- Recognized on event screens (name)
- Recognized in printed program (name)

**SPONSOR agrees to provide:**

- Adequate sound system for 500 attendees
- Podium and podium mic
- Wireless handheld mics, if needed
- Ability to record the event (video and audio and deliver file digitally to the Chamber)
- Pre-recorded introductions
- Bumper music, as needed
- Two projection screens and projection system
- Confidence monitor, if needed
- Pipe and drape behind stage
- AV tech on site during the event
- Adequate staff for delivery, setup and teardown of AV equipment

\*Audio visual needs are subject to change based on venue and specific program needs.

By signing below, I agree to this sponsorship on behalf of company listed above.

Company Representative Printed Name \_\_\_\_\_

Company Representative Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

Rep. Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**CHAMBER OFFICE USE ONLY**

Vice President, Membership \_\_\_\_\_ Date \_\_\_\_\_

Division Vice President Accepting Expense \_\_\_\_\_ Date \_\_\_\_\_

Affected Department Manager \_\_\_\_\_ Date \_\_\_\_\_

Approved by Trade Team     Approved Contract Sent to Company