

MEGALUNCH 2018-2019

Company _____

Company Contact _____

Contact's Phone _____

Contact's Email _____

Event Date

Chamber staff will make contact to set date.

Rank Preference

November 2018

February 2019

May 2019

July 2019

no preference

Event Time

11 a.m. to 2 p.m.

Trade is subject to final approval by the Chamber.

CHAMBER provides the following benefits:

- Receive one ticket to event
- Opportunity to address attendees
- Receive verbal recognition from podium
- Recognized in Chamber newsletter (name)
- Recognized on Chamber website (logo)
- Recognized on event signage (logo)
- Opportunity to provide literature/promo item
- Recognized on email invitation (name)

SPONSOR agrees to provide:

Venue requirements:

- Adequate space for 100 people (rounds of six or eight)
- Tables and chairs for 100
- One table for door prizes
- Table linens
- Podium
- Adequate sound system with microphone
- Four eight-foot tables for registration
- Trash cans for registration tables
- Adequate lighting for pictures
- Adequate parking for 100

Catering requirements:

- Buffet lunch for 100
- Adequate staff for serving

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