



BUSINESS AFTER 5 INTEREST FORM

Business After 5 is designed to bring its host exposure in the business community, to bring Chamber members together to make business contacts, and inform attendees of the business' and Chamber news. As host site of one of these events, you will have the opportunity to showcase your facility to typically 25-50 business people the 3rd Wednesday of the month.

Only Chamber member businesses are eligible to host a Business After 5. We encourage you to work with current Chamber members to supply any food, beverage or other desired services for the event. Of course, you are free to work with the vendors of your choice, but please understand that we cannot allow non-member businesses any promotional benefits or recognition at the event.

HOST/CO-HOST RESPONSIBILITIES

To ensure a successful event, the host (and co-hosts, if applicable) agrees to provide:

- An open space large enough, with some seating, for people to meet, between the hours of 5:00 p.m. and 7:00 p.m. on your reserved date.
- Refreshments: hot and/or cold food, beverages, and all necessary paper products, i.e. glasses, napkins, plates, utensils, etc. If the establishment is a vendor that is licensed by the state to sell alcohol, you are allowed to do so. If you do not have a license, but you are interested in having alcoholic beverages at your event, please contact us at the Chamber.
- Two or more door prizes, with a minimum value of \$25 each.
- A staff member to serve as the event coordinator and liaison with the Chamber staff. This individual will be asked to speak about your current business happenings.

CHAMBER OF COMMERCE RESPONSIBILITIES

To help the host create a successful event, the Rhinelander Area Chamber of Commerce agrees to:

- Announce the event in *Hodag Happenings*, the Chamber e-newsletter, and at other Chamber functions as appropriate.
- Take reservations, if needed.
- Send Chamber staff to the host site 15 minutes before the start of the event to assist in set-up.
- Staff the check-in desk, issue name tags and run the raffles.
- Act as MC of the event by making all announcements and arranging door prize drawing.

Please complete and return this form to the Rhinelander Chamber if you are a serious and interested party in hosting/co-hosting a Business After 5 event. The Chamber office will reach out to schedule with you in Dec/Jan for the upcoming year if there is availability. This form may be filled out at any point throughout the year.

Business:		Contact Person:	
Month of Interest:		Address of Event Location:	
Are you interested in being as the primary host with location OR co-hosting with another business?			
Brief description of your business:			

