

To host a successful Business After Hours (BAH), the Eau Claire Chamber of Commerce asks that sponsors adhere to the following:

### Date & Time

BAH is held on the second Monday of every other month, from 4:30 p.m. to 6:00 p.m. **Attendance will be free for attendees.**

### Sponsors

There is a \$600 cost to sponsor a Business After Hours. Sponsors can select up to (3) additional co-sponsors. The co-sponsors must be Chamber Investors that are in good standing.

### Location of Event

The **Chamber Investor location** that you select to hold the event at should comfortably handle an average of 150 people and corresponding parking. The location is subject to approval by the Chamber to ensure that the facility can handle the event, as site visit may be necessary. It is suggested the number of tables and chairs be limited, this promotes movement and networking.

### Food at Event

As a host, you have the privilege of coordinating food and refreshments. Some things to consider while making these arrangements include, amount of people, cost, presentation and appropriate labeling of food items.

### Alcohol

Due to state and local laws relating to the sale of liquor on premise, the Chamber recommends that BAH be held at a local investor establishment with a liquor license. **Investors who do not hold a liquor license, but wish to host have three options:**

- 1) Partner with a Local Restaurant or Venue that has the appropriate Liquor License for the event (recommended)
- 2) Arrange for a non-profit group to buy and sell the beverages. A special license from the City Council can be obtained for this purpose. Proceeds go to the non-profit group. They may need a (3) month lead time to get on the City agenda. **You must have a licensed Bartender on site!**
- 3) Serve only non-alcoholic beverages (attendance at non-alcoholic events, historically, is significantly lower.)

### Door Prizes

Sponsors will provide 4 door prizes valued at \$50 or more. It is up to the host to arrange more.

### Audio/Tech

The sponsor may need to provide one working microphone and speaker system. This is for the small program and door prizes. If this can't be provided, please notify The Chamber so that we can plan for one.

### Chamber Responsibilities

- The Chamber Ambassadors will greet and welcome the attendees.
- The Chamber will provide nametags, door prize drawing box, and some signage.
- The Chamber will facilitate the small program and door prize selections.
- The Chamber will provide print and digital promotion including, email, social media and website.

### Sponsor Expectations

- The Sponsor will provide one table for registration in an open area.
- The Sponsor will have the option to place an exhibit at the event if placed in a logical area.
- The Sponsor will be responsible for all set-up and clean-up of the event.

For any questions please contact Kaylynn Winegar at 715-858-0615 or Winegar@eauclairchamber.org