

**Waterford Area Chamber of Commerce  
Perking Up Waterford Host Agreement**

The Waterford Area Chamber of Commerce thanks you for agreeing to host a Perking Up Waterford networking event. This is an excellent opportunity to gain exposure and attract new clients and customers to your business. It is our pleasure to work in partnership with you and your staff and it is our hope that this partnership works to your benefit.

As a host of the Chamber Morning Connection you will provide the following:

- Ample parking for an average of 60 event attendees
- A minimum of a continental breakfast (i.e., pastries, fruit, coffee, tea & juice) for an average of 60 attendees
- A door prize item to be included in the monthly drawing
- An administration fee of \$50.00 to the Waterford Area Chamber of Commerce for printing and mailing
- An 8 foot registration table at entrance to room

The Waterford Area Chamber of Commerce will provide the following service:

- Create all print materials for distribution to membership including an insert in the newsletter, announcement of event in the chamber calendar, online event listing, online registration for the event, a flier that is distributed through E-news with logo, and ¼ page re-cap picture, and story in following newsletter
- Draft and submit press releases detailing the event to local media
- Provide the host 5 – 8 minutes at the event to welcome guest and present a “commercial and/or tour” regarding your product/service
- Provide host with business cards collected for door prize drawings
- Maintain list of reservations for the event and communicate anticipated attendance to the host prior to the event

I, \_\_\_\_\_ (name), wish to host a Waterford Area Chamber of Commerce Perking Up Waterford at \_\_\_\_\_ (name of business) and agree to the above criteria to ensure a successful event. I, and/or the representative listed on this form, will serve as the primary contact in making arrangements for this event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Primary Event Contact

\_\_\_\_\_  
Secondary Event Contact (if needed)

\_\_\_\_\_  
Marie Hauswirth  
Executive Director