

Business Before Hours CONTRACT

This agreement constitutes the date and publicity agreement between the Brainerd Lakes Chamber and the event sponsor. Please sign and return this copy with payment asap.

Date of Event: _____

Business Name: _____

Authorized Representative: _____

Phone: _____

Location of Event: _____

This agreement guarantees the date chosen for Business Before Hours. Time will be secured and held upon the receipt of payment.

The fee for Business Before Hours is \$150.00 and is due upon booking. If a sponsor cancels 60 days or more prior to the event, their payment will be refunded, less a \$50 cancellation fee. If the sponsor cancels 60 days or less, they will be responsible for the full amount.

Attendees to Business Before Hours pay \$3.00 per person if reservations are made in advance or \$5.00 per person if paying at the door. As many as three Chambers staff may attend to support the event at no cost.

The Brainerd Lakes Chamber will assist in promoting the event via the Chamber communication tools including the explorebrainerdlakes.com website, Chamber Connection in the Brainerd Dispatch and Echo, E-Connection sending to 2,000 members, You Chamber Connects mailing to 1,600 members, radio show on five area stations, and press release distribution. The Chambers will provide free upon request a list of the new members to the Chamber in the past three months to call and extend a personal invitation to their event. The Chamber staff prior to printing must review all mailings regarding Business Before Hours. The sponsor may also use the Chambers' bulk mailing permit or Event E-mail opportunity. The sponsoring business will provide their business logo and "promotional bullets" to use not later than the 15th of the month prior to the event.

DISCLAIMER: The Brainerd Lakes Chamber is not responsible for any loss or damage to any material, equipment, personal belongings or personal injury that might occur prior, during or after the scheduled event.

Your signature confirms your acceptance of all items in the Agreement.

(For Brainerd Lakes Chamber)

(Authorized Business Representative)

Date

Date