



Business Connections Host Information & Contract

Business Name: _____

Contact Name: _____

Phone: _____ Email: _____

Address: _____

Date to Host: _____

Cost: There is no host fee for this event. However, the host restaurant/business is required to supply food and beverages (as listed below) for the event and will pay their own suppliers/caterers accordingly.

Date/Time: Fourth Thursday of the month, 4:00 to 6:00 pm.

Space: Sufficient to accommodate parking and **100** people standing, tabletop displays, registration table, and food and beverage area.

Tables: Supply covered 3' x 6' tables. We will advise you of exact number prior to the event - dependent upon space. Tabletop displays are reserved through the Chamber. Members who are displaying are in charge of setup prior to the event; allow them an hour in advance for setup. Electrical outlets are important - please let us know their availability.

Food & Beverages: Provide free food, beer, wine, and soft drinks to serve **100** people for a two-hour time period. A cash bar is permitted only if licensed and insured for serving of spirits (please attach a copy of license to back of this form). Food products will be prepared and served in accordance with accepted safe food practices.

Notice of Business Connections: Publicity of Business Connections is made through the VACC's calendar, eblast, Facebook and Instagram.

Door Prize: I will be providing a door prize (\$25 minimum value): Yes No

Miscellaneous: Any tabs or additional charges must be approved by and signed for by a VACC staff member. Please confirm charges with a **VACC STAFF MEMBER ONLY**, a chamber member does not have the authority to approve any VACC charges.

Cancellation: 90 days advance notice is required. Any departures from these agreed upon guidelines must be pre-approved by the VACC's Member Events Committee (**contact Charleen Myers at 488-2236**) no less than 90 days prior to the event.

I have read and understand these terms to host a VACC Business Connections.

Signature of Host Business Representative

Date

