



Coffee Connections Host Information & Contract

Company Name: _____ Contact Name: _____

Phone: _____ Email: _____

Address: _____ City/State/Zip: _____

Date to Host _____

Contract & Event Information

Cost: The hosting business is required to supply coffee (as listed below) for the event and will pay their own suppliers/caterers accordingly.

Time: 8:00am - 9:00am.

Space: Sufficient to accommodate parking and space for 50 people.

Food & Beverages: Provide free coffee serve 50 people. If you decide to supply Food products, they must be prepared and served in accordance with accepted safe food practices. (CDC Guidelines and best practices)

Tables: Supply 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.

Notice of Coffee Connections:

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

Door Prize: Members must pre-register and a list of names will be provided to the host. The host is asked to provide a business giveaway for a drawing at the end of the meeting.

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 committee representative 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 staff no less than 90 days prior to the event.

CHECK LIST

- Coffee
- Door Prize
- Tables for Tabletop Vendors (as requested by staff)

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

Signature of Host Business Representative

Date

Charleen Myers
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