



## 2005 Business Open House Contract

The Open House program of the Greater Wilmington Chamber of Commerce serves two purposes:

- It allows the host-sponsor to showcase its business, services and facilities to the business community
- It offers Chamber members the chance to meet one another and network in a casual, relaxed atmosphere.

The following provisions and guidelines have been established to assist in the positive outcome of the Open House program.

### Provisions:

1. Host-Sponsor must be an active Chamber member, in good standing. The Open House may be co-hosted by 2 or more Chamber members with the permission of the Greater Wilmington Chamber of Commerce.
2. The guidelines listed must be followed.
3. The Chamber is responsible for marketing the Open House via fax and/or e-mail, the Chamber's Upcoming Events and in the newsletter, **Return On Investment**. If the host-sponsor wishes to send out additional invitations, the Chamber MUST approve it before being mailed. Invitations will be faxed and/or e-mailed out at least twice to the membership. The Chamber's phone number should be used as the RSVP, (762-2611 x 551).
4. The Host-Sponsor is responsible for obtaining their caterers for food and beverage.
- 5.
6. Host-Sponsorship for the Open House:  
\$1,000 Host-Sponsorship – The Chamber designs, faxes and/or e-mails the invitation, and provides nametags for the event. The Chamber will serve as the RSVP center for the event as well.

### Guidelines:

1. The space where the Open House is planned should accommodate 100 – 300 people.
2. The parking area should be designated that is adequate, safe and well lighted.
3. If an outdoor Open House is planned, an alternate plan must be developed in case of bad weather.
4. Door prizes are optional; however, attendees enjoy the drawings. The welcome and remarks will begin approximately 30 or 45 minutes prior to close of the event. Drawings for door prizes will follow.
5. The Open House can be held at a time mutually convenient with the Chamber, lasting a maximum of two hours.
6. Easy to handle finger foods or hors d'oeuvres are recommended. It is very important to have enough food and beverages. Running out can cause the host-sponsor great embarrassment. Recommended beverages include beer, wine, soft drinks or punch. Beverage tickets will be used for liability purposes.
7. The Chamber staff and Ambassadors will handle registration, which includes nametags and collection of business cards. The host-sponsor is responsible for supplying one or two registration tables, chairs and trashcans for registration. The host-sponsor will receive the business cards collected at registration for future follow-up.

# Agreement

I have read and understand this contract that will allow my company to host-sponsor the Greater Wilmington Chamber of Commerce Open House. I also understand there is a \$1,000 sponsorship fee for this program and is due prior to the event.

\_\_\_\_\_  
Date & Time of Open House

\_\_\_\_\_  
Company

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Location

\_\_\_\_\_  
Signature

Date\_\_\_\_\_ Phone/Fax\_\_\_\_\_

**FAX BACK TO 910/762-9765**