



Dear Chamber Member:

We are planning for the Greater Boerne Chamber of Commerce's calendar for the year 2018.

As most of you know, our events schedule is very busy and fills up fast. One of the most successful events we have are the **Business After Hours Mixers (BAH)**. Those of you who have attended in the past know what a great opportunity these events are for showcasing your business. For those of you who have not yet attended, I encourage you to find the time to come and check one out. You'll be surprised at what you've been missing! You will have the opportunity to enjoy delicious treats from area food vendors and more importantly, you'll meet potential clients and customers.

The Chamber's Business After Hours Mixers are held on the second and fourth Thursday of each month from 5:00 pm - 7:00 pm (with some exceptions). The company hosts the mixer at their place of business or another member location in order to showcase their goods and services. Sponsorship for this great networking event is only \$350. The Chamber provides mailing labels and nametags for the event and we will also post it on our website and send a reminder via email to all chamber members. This is a first come first serve basis and we cannot guarantee a specific month to companies, although we will do our best to accommodate if possible. To lock in a date we must receive payment.

**These events are one of the best networking opportunities and it does fill up quickly, so DON'T DELAY - reserve your 2018 Business After Hours TODAY!**

If you are interested in being a Business After Hours Sponsor in 2018, please return the reply sheet along with your \$350 sponsorship fee to the Chamber via fax (830) 249-9639 or mail to Barbra Hooks at 121 S Main St, Boerne, TX 78006. If you have any questions, please call Barbara Hooks at (830) 249-8000 or email [barbara@boerne.org](mailto:barbara@boerne.org). In order to guarantee your business as a 2018/BAH Mixer host, your fee must accompany your request.

Thank you for your attendance in the past and we look forward to helping you plan your future Business After Hours Mixer!

Best Regards,

***Barbara Hooks***

Barbara Hooks  
Director of Programs and Special Events

Enclosures



## Business-After-Hours Policy

1. All Chamber Business-After-Hours must be scheduled through the Chamber office to avoid conflicts with other events. It is best to call well in advance of the desired date of the event since the Chamber's policy is to schedule no more than two After Hours events per month.
2. A non-refundable fee is required with every reservation to reserve the date of the Business-After-Hours. This must be received at the time of booking the Business-After-Hours to reserve the date. The fee to host a Chamber Business-After-Hours is \$350.
3. Business-After-Hours are held on the second and fourth Thursday evenings between the hours of 5 to 7 PM. (There are a few exceptions please see attached letter for Mixer dates that are available).
4. Invitations must be sent to all Chamber members. Current Chamber membership is approximately 760. Pre-printed self-adhesive labels of the membership are provided to the member hosting the event. A copy of the invitation must be provided (via email or fax) to the Chamber for approval prior to mailing to the membership. Invitations must be mailed two weeks before the Business-After- Hours event.
5. Anywhere from 75 to 150 people attend Business-After-Hours. We realize this does not give you a very accurate count to plan for the food, but it is the best estimate we have. You may do whatever you wish as far as your menu goes. Many of the members have barbecue, fajitas, or finger foods, but lighter fare such as cookies, tea and coffee, etc., is also acceptable. Alcoholic beverages may be served. All of this is done at the expense of the Chamber Business-After-Hours Host, as the food and beverages are free to the guests attending.
6. Chamber Business-After-Hours are hosted only by Chamber members, and only by members in good standing. A ribbon-cutting ceremony may be included with the Business-After-Hours for new members with prior notice so that Ambassadors may be notified. The ribbon and scissors are provided by the Chamber of Commerce.
7. We can provide a sound system to address the crowd and talk about your business. This is YOUR function. You can also set up a table with information about the business for people to pick up. A door prize is a great way to get members back to your business or advertise a business in town.
8. The Chamber mailing labels for your Business-After-Hours are to be picked up three weeks prior to your event. All Chamber Ambassadors are invited to attend, as well as local newspapers. The date of the event is included in the Chamber's weekly bulletins, emails and website.
9. All unused name badges and other items such as markers, or New Member Ribbons are to be returned to the Chamber after the event.

YES!

I would like to host a Business After Hours Event in 2018!

Note: Business After Hours mixers are awarded on a first come, first served basis.

By signing below, I and my company agree to read and abide by the Boerne Chamber of Commerce Business After Hours Policy included with this contract.

-----  
Signature of Company Representative

-----  
Date

NAME:

----- PHONE:-----

COMPANY:

----- FAX:-----

Please list 3 months in order of preference in which you would like to host the event:

Preference 1.----- Preference 2.-----

Preference 3.-----

If you have any questions, please call Barbara Hooks at (830) 249-8000  
or email [barbara@boerne.org](mailto:barbara@boerne.org)

Please sign and mail or fax back this contract to:

Greater Boerne Chamber of Commerce - Business After Hours Mixers  
ATTN: Barbara Hooks  
121 S Main St.  
Boerne, TX 78006  
FAX: (830) 249-9639

To guarantee your sponsorship date, payment is required. You can send check or pay by credit card.

Check Enclosed: Check #----- Amount \$350.00

CREDIT CARD NAME AS IT APPEARS ON CARD:-----

BILLING ADDRESS OF CARD:-----

City-----, State-----, Zip-----

The Boerne Chamber of Commerce has my permission to charge \$350.00 to the credit card to confirm my Business After Hours Sponsorship in 2018. I understand this amount is non-refundable.

SIGNATURE:----- DATE:-----

Please circle one: VISA MASTERCARD AMEX DISCOVER Security Code:-----

CREDIT CARD NUMBER:----- EXP DATE:-----/-----

Thank you for your support of the Greater Boerne Chamber of Commerce!