



BENICIA CHAMBER OF COMMERCE BUSINESS SHOWCASE MIXER HOST REQUEST

Chamber Mixers provide Members an opportunity to showcase their business while attendees enjoy two hours of power networking to connect with the local business community. These informal events are held at various businesses around Benicia from 5:30 to 7:30 p.m., typically on the **Third Thursday** of each month.

YES

We want to increase our visibility and promote our Business by hosting a Business Showcase Mixer

Date Submitted: _____

*Primary Contact: _____ Phone: _____

Company: _____

Address: _____

Email: _____

**In the event the primary contact, at some point, has later left the company, please indicate a secondary contact person who has agreed to carry out the event:*

Secondary Contact: _____ Email: _____

Month Requested:

1st Choice: _____ Year: _____ 2nd Choice: _____ Year: _____

We would like to co-host with: _____
(Company Name)

Address, if other than your place of business: _____

► Please Read Host Guidelines on Page 2

COMPLETE THIS FORM AND RETURN TO:

Benicia Chamber of Commerce • 601 First Street, Suite 100, Benicia CA 94510
707-745-2120 • beniciachamber@aol.com • info@beniciachamber.com

Benicia Chamber of Commerce

Business Showcase Mixer Host Guidelines

GENERAL INFORMATION

We appreciate your support and interest in hosting a Business Showcase Mixer with the Benicia Chamber of Commerce. This is an excellent opportunity to promote your business or goods and services to other Chamber members, meet prospective clients, and build relationships with business people from small, mid-size, and large companies.

Business Showcase Mixers are designed to provide a relaxed, informal gathering of Chamber business members after regular business hours and are typically held the third Thursday of each month from 5:30–7:30 p.m. The monthly events are hosted by a Benicia Chamber member in good standing (membership dues are current), and are usually conducted at the host company's place of business.

The location must be in Benicia, adequately and safely accommodate up to 50 attendees, and have ample parking! If your location is not large enough, please consider partnering with another Chamber member that has a larger space. Chamber businesses located outside of Benicia may

Chamber Ambassadors assist at the monthly events by greeting and welcoming guests, as well as sell beer and wine tickets (\$4 each, or three for \$10) and non-alcoholic beverages (\$2 each). The Host company and their employees must purchase drink tickets if they will be consuming beverages. For liability purposes and because proceeds collected from Bar sales support the Chamber, **WE RESPECTFULLY ASK THAT THE HOST BUSINESS AND/OR THEIR INVITED GUESTS DO NOT PROVIDE OR MAKE AVAILABLE THEIR OWN BEVERAGES, INCLUDING WATER.**

Business cards are collected from attendees for the door prize drawing and are the property of the Chamber of Commerce, however following a mixer, the Host company may request copies of the cards collected in order to follow up with some of the attendees. Typically, the Host company's employees and Chamber Ambassadors do not participate in the business card drawing, but it is at the Host's discretion to invite them to do so.

RESPONSIBILITIES OF HOST BUSINESS

- * Once your sponsorship date is confirmed, please email your company logo in JPEG or PDF format to the Chamber office (info@beniciachamber.com) for inclusion in our promotional materials and on our website.
- * Provide Chamber with written permission on your business letterhead, addressed to the Department of Alcoholic Beverage Control, to approve the sale of alcoholic beverages at your place of business (sample wording will be provided to you in advance).
- * To ensure a successful event, we encourage you to invite your employees, top customers and business colleagues to attend. As this is a business networking event, **ADULTS ONLY**, please.
- * Provide heavy appetizers and adequate serving space for approximately 50 people. For your convenience, a list of Chamber-member caterers is available. Host company provides napkins, small plates and utensils as needed.
- * Provide **an accessible area or table for beverages**, where melting ice or spills won't damage flooring. The Chamber Ambassadors set up the bar area and serve drinks at this location.
- * Provide a **table and two chairs near the entrance** of your business for guests to register.
- * Provide several waste baskets or garbage cans throughout the area.
- * Provide a minimum of **three (3)** door prizes. These may be from you or donated by your suppliers and/or customers.
- * Provide a **table or counter space near an electrical outlet to display door prizes and set up of a PA system.**
- * If you have never attended a Business Showcase Mixer prior to hosting, we encourage you to attend at least one to show your support of other host companies and to familiarize yourself with the event process.

RESPONSIBILITIES OF CHAMBER STAFF & AMBASSADORS

- Prepare and mail Business Showcase Mixer invitation to the membership; promote event using various forms of media.
- Obtain the liquor license
- Purchase and deliver beverages, ice, and bar supplies
- Greet and Welcome guests
- Collect business cards and issue nametags
- Sell drink tickets
- Set-up the bar, bartend, and close-up the bar