



**KINSTON-LENOIR COUNTY
CHAMBER OF COMMERCE
BUSINESS BEFORE/AFTER HOURS HOST AGREEMENT**

Date of Event: _____

Host(s): _____

Event Address: _____

Contact Person: _____

Contact Phone: _____

Contact Email: _____

My name and date verifies that I have read the attachment and understand the arrangements described and agree to them.

Host name: _____ **Date :** _____

Schedule:

2-4 Weeks Prior to Event email the following information to **lindaw@kinstonchamber.com**

- Host logo's
- Approximately 150-word story of host(s) (Include history, interesting information, pricing/packages available, etc. This will be used in the email to membership and in program insert)
- Contact Chamber staff with questions and concerns

One Week Prior to Event

- Secure door prizes. (2-3 door prizes valued at \$10-20 are typically offered.) If your business has logoed items (umbrellas, cups, magnets, coupons, etc.) they make fun giveaways as well.
- Provide name of host representative(s), including title, to speak during program.
- Approve program

Please contact Linda Whittington at 252-527-1131 or email to lindaw@kinstonchamber.com with any questions or concerns.

FOR OFFICE USE ONLY	
CHAMBER PRESIDENT: _____	LENOIR COUNTY: _____
BOARD MEMBER: _____	_____
AMBASSADORS: _____	CITY OF KINSTON: _____