



Statewide Business After Hours Guidelines For Chambers

Tuesday, March 28, 2017

4:30 – 7:30 p.m.

Rhodes-on-the-Pawtuxet

Chamber Responsibilities

- ❖ Each Chamber is responsible for advertising this event to its members.
- ❖ Each Chamber is responsible to register and collect payment from their members. To keep parity, we ask that each Chamber charge \$15 per person. A set number of tables (based on the previous year's attendance) are provided to each Chamber for resale to their members. The cost is \$175 per table which includes 2 attendees. **(Please note: one vendor per table.)** The money collected from the attendees / tables is yours to keep, to offset your marketing costs. **Once you have sold your maximum number of tables, contact Sarah to request you be placed on the waiting list for additional tables.**

Chamber representatives should plan on arriving NO LATER THAN 4:00 p.m. to check-in their members. Members having display tables will arrive at 3:00 p.m.

- ❖ **A FINAL List of Display Tables** should be sent to Sarah at the Central Rhode Island Chamber **no later than Monday, March 13th.**

MAIN FLOOR DISPLAYS MUST BE TABLE TOP ONLY - No Floor Banners.

- ❖ A preliminary count of attendees and list of door prizes should be provided to (401)732-1100 x 220 or Admin@centralrichamber.com by March 13 with a final count by March 23. Walk-ins are welcome that evening.
- ❖ Wait-list requests for tables will be filled beginning March 14. Any requests received for display tables after March 14 **must** be approved by the Central RI Chamber of Commerce. **Space is limited**
- ❖ All associated costs including: police, fire, audio-visual equipment, hired event personnel, and our required contribution toward food will be divided among Chambers based on the total number of attendees. Invoices will be sent to each Chamber and are payable upon receipt.
- ❖ Each Chamber will need a basket/bowl to collect business cards at their check-in table for the main raffle. Each attendee will receive an entrance ticket when they check-in with their Chamber. This ticket will be used to enter the main room. ***Tickets will be provided to each Chamber.***

Table Information

Information needed by CRICC:

- ❖ Company Name, Contact, Phone
- ❖ If they would like to bring a floor banner. (limits placement)
- ❖ Special request required for large display booths **Limited availability – must be pre-arranged** All other booths are **table-top only** – limited to a maximum 3' tall and 4' wide display on table
- ❖ If electricity is needed **Limited outlets– must be pre-arranged** Vendors need to bring a heavy-duty outdoor extension cord & power strip.
- ❖ Requests for a specific table location will be considered, however, there are no guarantees.
- ❖ Only dessert/ice cream samples are permitted at table-top displays. A Certificate of Insurance is required and must be sent to the CRICC Chamber prior to event.

Each Chamber will be provided with a “check-in” table. In addition, each Chamber will be provided with a separate 5-foot round display table in the main room which may be used for the Chamber or sold to a member. Please notify Sarah if you will not be using your “Chamber” display table.

We thank you for your participation and hope you and your members have a great event!