



2019 Member Appreciation Holiday Open House Food and/or Beverage Sponsor Agreement

Sip. Sample. Celebrate. Like Never Before!

Thank you for your interest in being a sponsor for our 2019 Member Appreciation Holiday Open House. More than 500 Chamber members gather to celebrate the year's accomplishments, network and surround themselves with drinks, food and that holiday mood, provided and served by sponsors like you. It's our way of thanking all of our valued members and launching the season of good cheer.

This is your opportunity to advertise, showcase your products and services and network with hundreds of potential customers at our annual Member Appreciation Holiday Open House.

Event Details:

Date: Thursday, Dec. 5, 2019

Time: 4:30 – 7 p.m.

Location: Greater Omaha Chamber, 808 Conagra Dr., Ste 400, 68102

Sponsor Benefits:

As a sponsor, your company will receive several exclusive engagement, recognition and marketing benefits.

Your company will be listed on:

- Electronic invitations sent to more than 14,000 subscribers (company name)
- Electronic newsletter promotional story sent to more than 14,000 subscribers (company name)
- Event registration page on Chamber website, OmahaChamber.org

What You Need To Do on Thursday, Dec. 5:

- Arrive at the Chamber between 1 – 3:30 p.m. Complete set up by 4 p.m. Arrangements may be made for your supplies to be dropped off the day before the event. Please contact Kristy to schedule.
- Provide servers for food and/or beverage samples between 4:30 – 7 p.m.
- Provide approximately 300 samples for your table.
- Bring serving utensils – including, plates, napkins, cups, forks, spoons, etc., as well as bottle openers/cork screws, if necessary.
- Bring extension cords, serving trays, etc.
- You are encouraged to bring marketing materials including brochures, coupons and business cards. You may bring pop-up banners, but please do not hang anything from the walls or ceiling.

Parking is available in the surface parking lot located directly across Conagra Drive from The Chamber Building. The surface parking lot is for vendors and their employees only. The parking arm will be raised beginning at 1 p.m. the day of the event. Enter the parking lot and park in any Chamber Visitor or unmarked stall. Please do not park in stalls reserved for STBF Visitors.

Vendors may use the loading zone directly in front of The Chamber Building to unload and load products. The Chamber will have a limited number of carts/dollies available for use. We request you unload products, take them to your space, then move your vehicle to make room for the next vendor.

To confirm your interest in being a vendor, please complete the following information and return to Kristy Fortenbury by Sept. 27 at kfortenbury@omahachamber.org.

Description of what you will be providing:

Beverages:

Beer:		Coffee:	
Wine:		Tea:	
Specialty Drink:		Water:	
Other (Please Specify):			

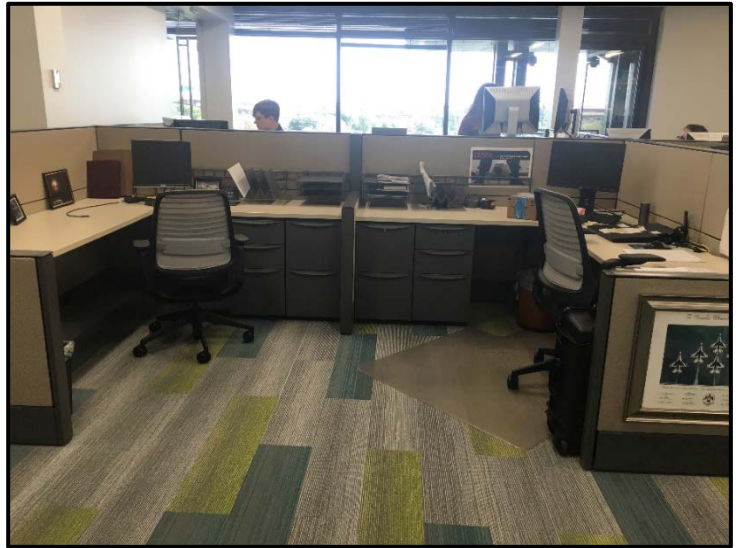
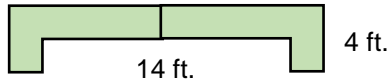
Food (Please Specify):

Appetizer:	
Entrée:	
Dessert/Sweet:	
Other:	

1. Please let us know your preference on space, we will try our best to accommodate your request. Please select the space(s) you are interested in.

Cubicle – linens will not be on desks (30 spaces available)

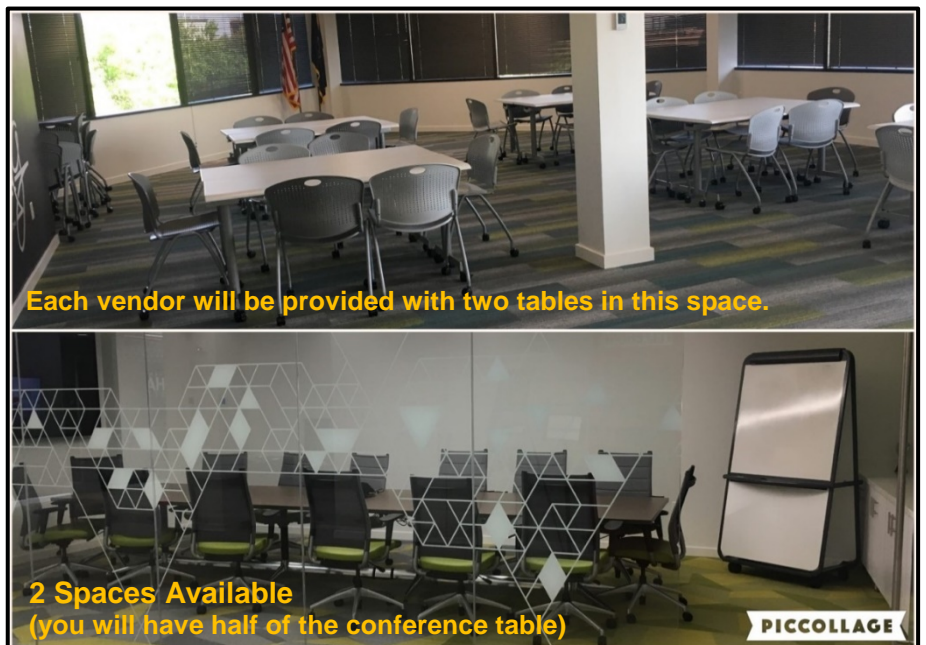
Cubicle space is approximate:



Office Space
(4 spaces available)



Conference Room
(7-10 spaces available)



2. Provide a brief description of your plans for your space set up.

3. Below, please list the *exact* spelling of your business name for use on promotional materials, and the name, email and cell phone numbers for the point-of-contact person.

Company Contact's Name

Company Website Address (we will link your company's website on our site)

Signature Cell Email Date

Thank you for your support!
Questions? Contact Kristy Fortenbury.
kfortenbury@OmahaChamber.org | 402-346-1150

