

WINONA AREA CHAMBER OF COMMERCE NETWORK NITE HOST INFORMATION

BACKGROUND

The Winona Area Chamber of Commerce coordinates the Chamber Network Nites and selects up to three (3) business exhibitors and each host/sponsor location on a rotating basis. The host's exhibitor preference is always considered (noncompetitor businesses).

HOST RESPONSIBILITIES

Provide hor d'oeuvres and drinks for approx. 50-75 attendees

- Menu choices are at the discretion of the host.
- It is up to your business/organization whether or not to serve libations; whether to provide a cash bar or complimentary beverages.

Door prizes

- Provide some door prizes to give away to attendees - it could be something with your logo or other product. *(Let Chamber staff know in advance if you will be doing a drawing and need us to bring raffle slips.)*

Set up exhibitor tables

- There will be a max of 3 Chamber member exhibitors arranged by the Chamber. *(The Chamber will communicate the number to you prior to the event.)*
- Exhibitors will need display tables at the event to showcase their business.
- Exhibitors will be given the opportunity to say a few words at the event and they have the option provide a door prize.

Set up greeter station

- The Chamber will have staff and volunteers available who will greet attendees, provide name tags, and manage door prize registrations.
- The host must provide a 6-8 foot table and chairs at the entrance of the area. If more than one access/entrance is available to the networking area, please advise Chamber Staff so that additional arrangements can be made.

Showcase your business

- If you would like, prepare a 3 to 4 minute presentation about your business/organization and consider introducing your staff
- Set up a table displaying some information about your business/organization.

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APPROXIMATE SCHEDULE

- 4:00-4:30PM** Chamber staff & volunteers arrive for greeter setup and exhibitors arrive for setup
- 5:00PM** Business leaders and their employees begin to arrive
- 6:00-6:15PM** Chamber President/CEO will introduce host business, followed by the host's presentation of their business and door prize drawing
- 7:00PM** Conclusion of evening and cleanup



All promotion of Network Nite will be managed by Chamber staff

ANY promotion by host/sponsor must be coordinated with the Winona Area Chamber of Commerce

*If you have any questions, please contact the Chamber office
(507) 452-2272 | info@winonachamber.com*

WINONA AREA

CHAMBER OF COMMERCE