

# 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](mailto:info@winonachamber.com)*

**WINONA AREA**

CHAMBER OF COMMERCE