NORTHFIELD AREA CHAMBER OF COMMERCE & TOURISM
19 Bridge Square
Northfield, MN 55057
507-645-5604

Morning Mingle & Business After Hours Guidelines & Registration

Morning Mingles and Business After Hours are Chamber organized networking events for our members, their clients and prospective members, hosted at a different Chamber business/organization each month. Host must be current on membership dues. Please refer to these guidelines when preparing to host one of these events.
Morning Mingle: 2nd Thursday of the month 7:30-8:30am | **Business After Hours**: 4th Tuesday of the month 4:30-6pm

Provided by the Chamber:

1. Promote the event in the Chamber weekly eBursts, website and event calendar
2. Email a calendar invite to the membership as a reminder the day before the event
3. Provide Chamber nametags and directional signs for the event
4. Supply Chamber Bucks and Progressive Chamber Pot as a door prize (hosts are also encouraged to provide a door prize)
5. The Chamber will develop a flyer for the host to distribute upon request. Please provide a brief business description and logo to have a flyer designed
6. A spreadsheet of attendee's information will be emailed to the hosts' contact person

Provided by the Host/Sponsor:

1. Choose preferred event date from the list of available times
2. Fill out and sign this Guidelines & Registration form
3. Guidelines for food and beverages
   a. Please purchase your items from a Chamber member's business. Refer to the printed Membership Directory, online directory or contact the Chamber office for a list of current Chamber Members
   b. Alcoholic beverages are not required; however, members are required to have alcoholic beverages served by a caterer who has a current catering liquor license, and the serving of alcoholic beverages ends when Chamber event ends
   c. Another option would be to hold the event at an establishment that holds a liquor license. The member hosting can then purchase alcohol beverages for guests, or those in attendance can purchase their own
4. Invite clients, colleagues, fellow Chamber members and prospective members
5. Have a staff member greet participants at the door with the Chamber Ambassadors
6. Be prepared to give a short presentation/speech about your business and introduce your staff
7. Submit a non-refundable deposit of $50 for Morning Mingles and $75 for Business After Hours to reserve the preferred date. Funds will be used to purchase Chamber Buck Gift Certificates for Door Prizes (hosts are also encouraged to provide a door prize)
8. Support other members by yourself or a representative attending other Morning Mingles and After Hours

If you have any questions regarding this information, please contact the Chamber office at 507-645-5604. Thank you for your interest in hosting!
Please return completed form to Rachel at the Chamber office or email at rachel@northfieldchamber.com

_____ Business/Organization Name

_____ Contact Person

_____ Event Location

_____ Signature & Date Signed

☐ $50/$75 non-refundable deposit enclosed

☐ Please send an invoice

_____ Preferred Date