



Dear Chamber Member:

We are planning for the Greater Boerne Chamber of Commerce's 2021 calendar year.

As most of you know, our events schedule is very busy and fills up fast. One of the most successful events we have are the **Boerne After 5 Mixers**. Those of you who have attended in the past know what a great opportunity these events are for showcasing your business. For those of you who have not yet attended, I encourage you to find the time to come and check one out. You'll be surprised at what you've been missing! You will have the opportunity to enjoy delicious treats from area food vendors and more importantly, you'll meet potential clients and customers.

The Chamber's Boerne After 5 Mixers are held on the second and fourth Thursday of each month from 5:00 to 7:00 pm (with some exceptions). The company hosts the mixer at their place of business or another member location in order to showcase their goods and services. Sponsorship for this great networking event is only \$350. The Chamber provides mailing labels and nametags for the event and we will also post it on our website, social media and send an email reminder to all Chamber members. To lock in a date, we must receive payment.

These events are one of the best networking opportunities and it does fill up quickly, so DON'T DELAY- Reserve your 2021 Boerne After 5 Mixer TODAY!

If you are interested in being a Boerne After 5 Mixer Sponsor in 2021, please return the attached reply sheet along via email to Melissa Barringer at melissa@boerne.org. To guarantee your business as a host in 2021, we will need to receive payment. Once we receive your form, we will send over an invoice. Payment of this invoice secures your date for 2021.

Thank you for your attendance in the past and we look forward to helping you plan your future Boerne After 5 Mixer!

Best regards,

Melissa Barringer
Communications Coordinator

BOERNE AFTER 5 MIXER POLICY

1. All Chamber Boerne After 5 Mixers must be scheduled through the Chamber office to avoid conflicts with other events. It is best to call well in advance of the desired date of the event since the Chamber's policy is to schedule no more than two Boerne After 5 Mixer events per month.
2. A non-refundable fee is required with every reservation to reserve the date of the Boerne After 5 Mixer. This must be received at the time of the booking the Boerne After 5 Mixer to reserve the date. The fee to host a Chamber Boerne After 5 Mixer is \$350.
3. Boerne After 5 Mixers are held on the second and fourth Thursday evenings every month between 5 to 7 pm, with a few exceptions for holidays and other Boerne Chamber functions.
4. To ensure maximum attendance and exposure for your business and the event, we recommend sending an invitation via mail to all Chamber members. Current Chamber membership is approximately 800. Pre-printed self-adhesive labels of the membership are provided to the member hosting the event. A copy of the invitation must be provided (via email) to the Chamber for approval prior to mailing to the membership. Invitations should be mailed two weeks before the Boerne After 5 Mixer event.
5. Anywhere from 75 to 150 people attend Boerne After 5 Mixers. We realize this does not give you a very accurate count to plan for the food, but it is the best estimate we have. You may do whatever you wish as far as your menu goes. Many of the members have barbecue, fajitas, or finger foods, but lighter fare such as cookies, tea and coffee, etc., is also acceptable. Alcoholic beverages may be served. All of this is done at the expense of the Chamber Boerne After 5 Mixer Host, as the food and beverages are free to the guests attending. If you would like recommendations for catering and/or bartending, please contact Melissa Barringer.
6. Chamber Boerne After 5 Mixers are hosted only by Chamber members, and only by members in good standing. A ribbon cutting ceremony may be included with the Boerne After 5 Mixer for members with prior notice so that Chamber Ambassadors may be notified. The ribbon and scissors are provided by the Chamber of Commerce.
7. You can provide a sound system to address the crowd and talk about business. This is YOUR function. You can also set up a table with information about your business for people to pick up. A door prize is a great way to get members back to your business or advertise a business in town.
8. The date of the event is included in the Chamber's weekly bulletins, emails, website, and promoted on the Chamber's social media platforms.
9. All unused name badges and other items such as markers are to be returned to the Chamber after the event.

By signing below, I and my company agree to read and abide by the Greater Boerne Chamber of Commerce Boerne After 5 Mixer Policy included with this contract.

Signature of Company Representative

Date: