

North Canton Area Chamber of Commerce  
121 S Main St  
North Canton OH 44720  
(330) 499-5100 Fax (330) 499-7181



## UNWIND AFTER 5 Host Contract

Host Business: \_\_\_\_\_

Host Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

In discussion with \_\_\_\_\_, a representative of the North Canton Chamber of Commerce, we have agreed upon the acceptance of the date: Thursday, \_\_\_\_\_, 20\_\_\_\_, to host an UNWIND AFTER 5 business networking event at the above location from 5:00 pm - 7:00 pm.

1. The North Canton Chamber of Commerce will be responsible for preparing, printing, and distributing advertising to the chamber membership prior to the event, including social media and will also publicize the event on the Chamber website and by eNews blasts.

If parking in the immediate area is insufficient, please provide additional parking locations/instructions, which will be included in the invitation / advertising: \_\_\_\_\_

2. Chamber members and prospective members will be the Chamber's invited guests to the **UNWIND AFTER 5** working events. As the Host, you may invite your own guests as well. Please add your count to the Chamber's and also allow for approximately 20% to 30% walk-ins.

Please complete, sign and submit this form. If you have any questions, please call Alane Tullius at the North Canton Chamber at 330-499-5100 or by email at [atullius@northcantonchamber.org](mailto:atullius@northcantonchamber.org).

The Host agrees to follow all Host Guidelines.

Host Contact: \_\_\_\_\_

Signature

Print

Date



# North Canton Area Chamber of Commerce

## UNWIND AFTER 5 (UA5) Host Guidelines

The purpose of the **Unwind After 5** business networking events is to give Chamber member Hosts a means to introduce their services, promote a particular product, make a company announcement, introduce staff, etc. It is the Host's opportunity to spotlight their business and also provides Chamber members an opportunity to meet other Chamber members, establish or renew business relationships, exchange information related to business in our region.

The Host business bears the cost and responsibility of hosting the event. Specifically:

1. The Chamber office selects the Host for a particular date from a list of volunteer hosts.
2. The Host determines the degree of expense incurred for refreshments. The Host furnishes their choice of hors d'oeuvres and beverages. More elaborate refreshments, including open-bar are permissible (keeping in mind the normal liability).
3. The cost to the attendees will be \$5.00. The Chamber will collect the Admission at the Host's door and will retain the fee. All proceeds will go to the NCC Business Scholarship.
4. The Emcee will introduce the Host Representative, the introduction of special guests, and the awarding of the door prizes, unless the Host prefers to do that.
5. The Host is encouraged to furnish a door prize (any price range).
6. Businesses may partner with other Chamber members to co-host a UA5.
7. UA5s will be held from 5:00 pm to 7:00 pm on the third Thursday of each month, excluding December. On the prior Monday, the Chamber staff will inform the Host of the number of reservations to date. Generally, an additional 20 to 30% may show at the door without reservations.
8. The Host can use UA5 as an opportunity to speak about their business, conduct tours, etc.
9. The Chamber will furnish:
  - a. Name tags for all attendees
  - b. Container for collecting business cards for the door prize drawings
10. The Host should consider available parking facilities. If insufficient parking is available in the immediate area, extra parking in neighboring areas must be arranged by the Host. Any extra parking locations should be mentioned on the invitation/advertising.