



**2010 BUSINESS TO BUSINESS LUNCHEON  
MONTHLY MEAL SPONSORSHIP AGREEMENT**

**GUIDELINES**

1. The Business to Business Luncheon is our monthly event which features guest speakers on a variety of topics which primarily focus on small business issues and concerns.
2. A Business to Business Luncheon monthly meal may only be sponsored by a member of the Clayton County Chamber of Commerce.
3. Business to Business Luncheon's are held the second Monday of the month with the exception of October (no meeting).
4. The meal sponsor of a Business to Business Luncheon is to provide meals and services for up to 55 attendees in exchange for advertisement and publicity.
5. It is the responsibility of the meal sponsor to provide all food, plates, napkins, eating utensils and serving utensils to accommodate up to 55 attendees. In addition, the meal sponsor will be responsible for delivering, setting up and breaking down the food station.
6. The monthly meal sponsor will receive proper signage at the event and two complimentary reservations.
7. The Business to Business Luncheon begins at 11:30 a.m. with registration, program to commence at approximately 11:50 a.m., and ending by 1:00 p.m.
8. The Business to Business Luncheon's are typically held at Kaiser Permanente (2400 Mt. Zion Parkway, 3<sup>rd</sup> Floor Conference Room, Jonesboro GA 30236).
9. The Chamber shall promote the Business to Business Luncheon meal sponsor in at least two emails with your company logo and link to your website.
10. The Chamber shall promote the Business to Business Luncheon meal sponsor on the Chamber website with your company name and a link to your website.
11. The Chamber shall include your company name on materials promoting the event in at least two fax broadcast.
12. If a cancellation must occur, you must give at least a 20 working days written notification to the Clayton County Chamber of Commerce.



**AGREEMENT**

**Month Requested to be the Meal Sponsor of a Business to Business Luncheon with the exception of October (no meeting):**

**1st Preference**

\_\_\_\_\_

**2nd Preference**

\_\_\_\_\_

**3rd Preference**

\_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

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

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

***NOTE: Sponsorships are not final until approved in writing by a Chamber representative.***

**FOR CHAMBER USE ONLY**

The above organization has been approved to sponsor the meals for a Business to Business Luncheon for the following month:

Month: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_