



**BUSINESS INTERCHANGE**  
Powered by The Plano Chamber of Commerce

## Business Interchange Guidelines

1. Please make sure you **do not** park at Legacy Bank or the PCS Company parking lot. You will be towed. You may park across the street in the free parking garage if the Chamber parking lot is full.
2. Business Interchange (BI) starts at 7:30 AM and costs \$1 to attend.
3. Visitors are welcome to attend for free to the first Chamber event and \$5 for the second Chamber event. After that, we will encourage you to join as a Member! Please speak to Lindsey Kleinhans, Director of Membership, for more details.
4. Any marketing material that you would like available to attendees may be given to the Ambassador at the sign in table. After 7:30, they will clear off the table and replace with marketing materials for attendees. We recommend you inform attendees during your commercial that you will have additional information on the table as they leave. Remember to pick up marketing materials before you leave or they will be thrown away.
5. Please do not stand if there are chairs. If there are seats available, please find one. We need to try and keep the aisles as clear as possible.
6. The Pledge of Allegiance kicks off each BI at 7:30 AM. The 5-minute commercial is given as close to 8 AM as possible. Afterwards, the Chamber Staff makes their announcements.
7. **If you arrive after 7:30 AM you will not be allowed to give your commercial.** However, please feel free to stay and network. You will be allowed to state your name and business at the end. Additionally, late arrivals will not have their business card entered in the door prize drawing.
8. Cell phones should be silenced during BI, but if you happen to ring, the Chamber will gladly accept your \$5 donation to our coffee fund.
9. **Commercials are 30-seconds long** and can be provided by only one representative from each Member business of the Chamber. All of your representatives with you may stand and you may introduce them if you so choose during your 30-seconds. If you hear the bell, that means you have 5 seconds to wrap it up. Please remain quiet during the other commercials and give them your undivided attention.
10. **Please ONLY promote your Chamber Membership Business.** If you would like to thank another business or state how the Chamber has helped you, please feel free to do so. All public service announcements (PSA) can only be made during a Member's 30-second commercial, if they choose to use their time for this.
11. No off color remarks, political statements that are offensive, negative statements about staff or other Chamber Members are allowed. If you have issues with any of the Chamber staff, Board Members, Chamber issues or other Members, please talk directly to the Chamber President and not air these during this event. We have an open door policy and as always, invite you to discuss any issues you may have or suggestions with the Chamber President. This is to ensure a positive, professional environment and to keep this a top notch event.
12. Before you leave, please make sure the spot where you were sitting is clean and free of any cups, papers, business cards, etc.