



**BUSINESS INTERCHANGE**

*Powered by The Plano Chamber of Commerce*

## **Business Interchange Five-Minute Commercial Guidelines**

Thank you for participating in this great opportunity to promote your business. The following information is provided in order to help make this a more enjoyable, smooth experience for you and your business:

1. **Your five-minute commercial date is \_\_\_\_\_.**
2. You must be a current member in good standing of the Plano Chamber of Commerce in order to sponsor the five-minute commercial.
3. Presentation should be no more than five minutes long. You are welcome to use our large overhead screen, projector and laptop. Please indicate on the form attached what will be needed.
4. Payment of \$35 and the attached signed form must be turned into the Chamber office upon booking your date.
5. Don't forget to contact Katie Gimenez, Director of Networking, the Monday prior to your commercial either by phone (972-424-7547 x224) or by email ([katieg@planochamber.org](mailto:katieg@planochamber.org)) to confirm that you are still able to sponsor the commercial.
6. If I need to cancel, I will give the Director of Networking notice **at least two weeks** in advance to receive a full refund. If I cancel within two weeks, no refund will be given unless a replacement is able to be obtained.
7. It is very important that you come to the Chamber office on the Thursday prior to your commercial date to test your presentation equipment. Please call and schedule a time with the Director of Networking. Also, please arrive at 7 AM on Friday morning to set up, using the same equipment. This will ensure a smooth presentation and make sure everything is working.
8. Brochures and/or literature may be put out on the tables by the sponsor if done at 7 AM, prior to the meeting. Otherwise, literature can be left at the marketing table for people to pick up on their way out.
9. Members and guests arrive for BI between 7 and 7:30 AM. BI officially begins at 7:30 AM. The five-minute commercial is given as close to 8 AM as possible.
10. After everyone has given their commercials, there is a drawing for door prizes. You are encouraged to bring something for this drawing, especially since your business was just highlighted. This also makes for another great opportunity to market your business.
11. At the end of the BI meeting, this is time to network and visit with the guests to answer any questions they may have about your commercial and business, so please plan on staying to network!

If you have any questions, please contact Katie Gimenez, Director of Networking, at 972-424-7547, ext. 224. Thank you for your support of the Plano Chamber of Commerce!



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## Business Interchange Five-Minute Commercial Sponsorship Agreement

As a sponsor for the five-minute commercial, I agree to the following:

1. My five-minute commercial date is \_\_\_\_\_.
2. I understand I am to contact the Director of Networking the Monday prior to my commercial either by phone or by email to confirm that I am still able to sponsor the commercial. You can contact Katie Gimenez by phone at 972-424-7547, ext. 224 or by email at [katieg@planochamber.org](mailto:katieg@planochamber.org).
3. Audio/Visual Needs –  
 Overhead Projector    \_\_\_\_\_ Yes    \_\_\_\_\_ No    Laptop Computer    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
 Podium    \_\_\_\_\_ Yes    \_\_\_\_\_ No    Other \_\_\_\_\_
4. If I need to cancel, I will give the Director of Networking notice **at least two weeks** in advance to receive a full refund. If I cancel within two weeks, no refund will be given unless a replacement is able to be obtained.

Sponsor Signature: \_\_\_\_\_ Chamber Representative: \_\_\_\_\_

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

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

### Sponsor Contact Information

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### Credit Card Authorization

Type: Visa \_\_\_\_ MC \_\_\_\_ AmEx \_\_\_\_ Name on Card: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CVV2 Code\*: \_\_\_\_\_ Amount: \_\_\_\_\_

\*CVV2 Code- Visa and MasterCard is 3 digits printed in the signature panel on the back of the card. It is the last 3 digits AFTER the credit card number. American Express is 4 digits printed on the front of the card above and to the right of the raised credit card number.

Money received? Yes \_\_\_\_\_ CC \_\_\_\_\_ Check # \_\_\_\_\_ Cash (RECEIPT) \_\_\_\_\_

\_\_\_\_\_  
Added to ChamberMaster

\_\_\_\_\_  
Added to Calendar