



BUSINESS INTERCHANGE
Powered by The Plano Chamber of Commerce

Business Interchange Lobby Sponsorship 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 lobby sponsorship date is _____.**
2. You must be a current member in good standing of the Plano Chamber of Commerce in order to be a lobby sponsor.
3. Payment of \$25 and the attached signed form must be turned into the Chamber office upon booking your date.
4. The Chamber will provide one six-foot table. You may bring your own display boards, tablecloth, signage, etc. to put on top of the table.
5. Set up of the tables will occur after 8:00 AM. You may step out of the meeting at that time and start preparing.
6. If you are not the week's five-minute commercial sponsor, please make sure to remind the hosts of BI to announce your name/business card **BEFORE** 8:00 AM so that you can do your 30 second commercial.
7. If you need to cancel, you should give the Engagement Manager notice **at least two weeks** in advance to receive a full refund. If you cancel less than two weeks prior, no refund will be given unless a replacement is able to be obtained.
8. Please make sure that you have enough staff to answer questions, pass out your literature, and visit with your potential new customers at the end of BI (approximately 9:00 AM).
9. All items must be picked up and removed from the lobby by **10:30 AM** that day.
10. Sponsorship is only available one time every three months.
11. 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 is going to be highlighted. This makes for another great opportunity to market your business.

If you have any questions, please contact Ryan Minter, Programs Manager, at 972-424-7547 ext. 229. Thank you for your support of the Plano Chamber of Commerce!



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Business Interchange Lobby Sponsorship Agreement

As a Business Interchange Lobby Sponsor, I agree to the following:

1. My lobby sponsorship date is _____.
2. I understand I am to contact the Programs Manager the Monday prior to my commercial either by phone or by email to confirm my sponsorship. You can contact Ryan Minter by phone at 972-424-7547 ext. 229 or by email at ryanm@planochamber.org.
4. If I need to cancel, I will give the Membership Engagement Manager notice **at least two weeks** in advance to receive a full refund. If I cancel within one week, 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