



CONNECTIONS

Looking for a great way to show off your business and network with other business professionals?
Host an event with the Chamber & CREDC and bring new connections through your door!

BUSINESS AFTER HOURS WITH A CAUSE | \$750

THIRD THURSDAY OF THE MONTH | YOUR LOCATION | 4:00 PM - 6:00 PM

Business After Hours With A Cause is the Chamber & CREDC's monthly mixer format, which provides a great opportunity for you to showcase your products, services and facility while highlighting a deserving non-profit. The hosting member is responsible for offering light hors d'oeuvres and beverages (limited open bar is encouraged). Event registration ranges from 80-125 business professionals. This format is designed to give our local non-profits an outlet they wouldn't otherwise have access to. Hosts should select a charity that is currently a member of the Chamber & CREDC (list will be provided). *Note: The host is in charge of coordinating event details with the chosen non-profit partner. Time will be given at the event to spotlight both the hosting company and the charity partner.*

LEADS OVER LUNCH | \$400

FIRST TUESDAY OF THE MONTH | YOUR LOCATION | 11:30 AM - 1:00 PM

Leads Over Lunch is an informal networking event for members and guests of the Chamber & CREDC hosted by a member business at their place of business as an opportunity for the member to showcase their products, services and facility. The hosting member is responsible for offering a light lunch and beverages that must be provided by a fellow catering/restaurant member. Event registration ranges from 60-90 business professionals.

Hosts are selected on a first-come, first-served basis. The Chamber & CREDC reserves the right to choose a host based upon the prospective host's potential to hold a successful event. The Chamber & CREDC reserves the right to cancel an event due to safety concerns over the spread of COVID-19. In this case, hosts will be notified as soon as possible and receive a refund of the hosting fee. The Chamber & CREDC is not responsible for any costs incurred by the host due to event cancellations.

CHAMBER & CREDC RESPONSIBILITIES

- Promote & market event through emails and online events calendar
- Handle registration of all attendees leading up to the event, provide printed nametags as well as staffing registration at the event
- Chamber & CREDC leadership provides brief remarks and introduces hosting member
- Following the event, a complete list of attendees will be provided to the host (names, company names, and email addresses)

HOST RESPONSIBILITIES

- All catering arrangements must be made with current members
- Invite business contacts, clients, partners and personal contacts (*Guests of the host are not required to be current members*)
- Briefly address attendees during the mixer to introduce themselves and their business
- Promotional displays or tables and networking by the host's staff are strongly encouraged
- The use of high-top tables is encouraged, please avoid a sit-down table layout

Please e-mail the completed form on the reverse side at your earliest convenience, to Lindsey Holtzman, Director of Events, at (717) 232-5184 or events@hbgrc.org.

Reservation Form:

It is required that all catering arrangements be made with Chamber & CREDC members. Please provide the name of your caterer:

Where in your organization's building will the event take place? (For example: In the entrance lobby, large conference room, on the 5th floor, etc.) Please list all COVID-19 policies applicable to visitors at this location.

Are there any special parking instructions? (Street parking, garage parking, private parking lot, etc.)

Will you be providing a gift for a give-away? If so, what? We will collect business cards at registration for the give-away. We recommend that winner must be present to win.

COVID-19 Safety: The Harrisburg Regional Chamber & CREDC takes the health and safety of our members, guests, staff and host organizations very seriously. These COVID-19 event measures are intended for the sole purpose of keeping those groups as safe as possible during Chamber events. The Chamber will require attendees to self-attest to being fully vaccinated or agreeing to wear a mask. We will continue to follow guidance from the CDC and adjust these measures in the future as needed.

Unvaccinated employees of my organization will wear a mask during this event in accordance with the Chamber's COVID-19 policy.

I have read the guidelines and agree to follow them as the host for a networking event with the Chamber & CREDC. I understand that the host fee must be received by the Chamber & CREDC prior to the event date with a non-refundable \$200 security deposit to be submitted with reservation form.

Name: _____ Company: _____

Address: _____

Phone: _____ E-Mail: _____

Event: _____ Desired Date: _____

Charity of Choice (*only applies to Business After Hours*): _____

Signature: _____ Date: _____



HARRISBURG REGIONAL
CHAMBER & CREDC

BOLD LEADERSHIP. VISIONARY MEMBERS. POWERFUL RESULTS.

FOR MORE INFORMATION, PLEASE CONTACT LINDSEY HOLTZMAN, DIRECTOR OF
EVENTS, AT (717) 213-5044, OR EMAIL EVENTS@HBGRC.ORG