



2019 Hosting Procedure

Erie Regional Chamber & Growth Partnership
208 East Bayfront Parkway, Suite 100
Erie, PA 16507
814-454-7191 x146
FAX: 814-459-0241
cgross@eriepa.com
www.EriePA.com

Networks.

Getting to know the right person can be just what your business needs.

The ERCGP's business is to be an advocate for your company, creating a climate of growth and success that benefits all. Hosting one of the ERCGP's Business After Hours connects your company not only to the business and industry within its investment, but also to community and civic leaders.

Access to people. One more way to connect customers and community to your business.

Host Benefits

It's easy and cost effective to host one of the 12 Business After Hours events in **2019**. A **one-time fee of \$750** secures your date and provides you with the following marketing outreach to the key decision makers of our investor businesses:

Advertisement on ERIE Business Brief Blog

Your company logo is included on the ERCGP Blog site your host month.

Estimated value of web feature: \$500

Notice in ERIE Business Brief eblast

The ERCGP's e-newsletter is distributed to 4500+ subscribers.

Estimated value of each e-newsletter posting \$200 X 2 = \$400

Web Posting, www.EriePA.com

Your company's logo, a 30-50 word description of your company and event details will be featured on our website. Also, Business After Hours are included in the ERCGP's calendar as soon as they are booked.

Estimated value of web feature: \$500

ERCGP Database Invite

This is an offer *exclusive* to ERCGP investors hosting a Business After Hours. The database is available only for ERCGP sanctioned events and notices.

Value? Priceless.

Any other collateral produced in conjunction with Business After Hours overall program will include host logo and information.

Your Marketing VALUE for hosting business equals: \$1400+

How it Works

Each month an investor of the Erie Regional Chamber and Growth Partnership, has the opportunity to host Chamber investors and guests at a Business After Hours. In order to aid the hosting business in their planning—and to maintain the integrity of the Business After Hours brand—the ERCGP has developed the following guidelines for those hosting the event.

Host Responsibilities

As the host, the business agrees to provide the following:

- **to return the signed host agreement with the exact month and day along with payment to secure your date;**
- **to provide a 30-50 word company description with event details and a jpeg of logo at least 6 months prior to your scheduled date;**
- to provide space for 250+ guests; attendance averages 250 at these events. The ERCGP staff will work to secure a site with those businesses wishing to host an event at a venue other than their place of business;
- to have the event professionally catered by a **fellow investor** of the ERCGP; (approved member caterers list is attached) and **all other vendors be an investor of the ERCGP;**
- to provide an area for welcome, name badges, ERCGP membership banners and giveaways and/or prizes;
- to have staff on hand to join ERCGP staff in welcoming guests;

The Erie Regional Chamber and Growth Partnership does not require that alcohol be provided at the Business After Hours; however, organizations choosing to serve alcohol are asked to adhere to the following guidelines:

- Alcohol must be served by a bartender. Groups of over 100 require two (2) bars;
- Beer should be bottled rather than cans, or poured into glasses;
- Glassware should be provided for wine, beer and other beverages;

It is also recommended that any organizational tours should be limited to 10 to 15 minutes per tour.

Please note, a member in good standing may host once every two years due to the popularity of the event. Those with multiple locations, once per year at different venues.

ERCGP Responsibilities

The ERCGP will:

- promote and market the company as part of its Business After Hours programming as delineated on page 1;
- track reservations and provide a head count to the host two (2) days prior to the event;
- work with the host to set-up the welcome area;
- provide name badges and registration the day of the event. The registrant list will be shared with the host at the event; and
- provide staff to help welcome guests at check-in. A representative from the ERCGP will also provide an overview welcome to the event where the host is introduced at 6:00pm

A Few Tips

The staff of the ERCGP are professionals who will work with you to see that your event is a success. There are a variety of ways to introduce your company to the ERCGP's membership network.

- Offer guests site tours, free demonstrations, or product give-away;
- Provide raffle prizes with a business card drawing—a great way to follow up with your ERCGP network;
- Send personal invitations to clients and/or vendors, including the ERCGP name and/or logo. The host will be responsible for providing an excel list prior to the event, emailed to cgross@eriepa.com
- If your office space is small, try hosting off-site at a local restaurant or attraction or even co-sponsoring the event with a vendor or client that is also a member of the ERCGP.

To host a Business After Hours, contact:

Colleen Szymczak-Gross, Event Coordinator
Erie Regional Chamber & Growth Partnership
208 East Bayfront Parkway, Suite 100
Erie, PA 16507
814-454-7191 x-146
FAX: 814-459-0241
cgross@eriepa.com



2019 HOST AGREEMENT

MEMBER: _____

ADDRESS: _____

LOCATION OF EVENT: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CONTACT NAME: _____

EMAIL: _____

DATE: _____ TIME: **5:00 – 7:00p**

FUNCTION DETAILS/BRIEF DESCRIPTION: (Include Caterer):

*I have read the requirements set forth in this document and hereby agree to follow these requirements. Failure to follow these guidelines without the written approval of the Erie Regional Chamber & Growth Partnership may result in cancellation of the event and a ban on hosting of future Business After Hours events. **Please include payment to ensure your date. Also, provide a 30-50 word event description with details and a jpeg of logo at least 6 months prior to your scheduled event.***

NAME OF PERSON AUTHORIZED (please print): _____

SIGNATURE: _____ DATE: _____

Return this form with payment and email a high res logo to:

Colleen Szymczak-Gross, Event Coordinator
Erie Regional Chamber & Growth Partnership
208 East Bayfront Parkway, Suite 100
Erie, PA 16507
PH: 814-454-7191 x146
FAX: 814-459-0241
cgross@eriepa.com

2019 Catering Partners

<p>Applebee's Harborcreek 4002 Buffalo Road Erie, PA 16510 (814) 898-0150</p>	<p>Applebee's Peach Street 7790 Peach Street Erie, PA 16509 (814) 866-8210</p>
<p>Applebee's West 12th Street 2911 West 12th Street Erie, PA 16505 (814) 838-1144</p>	<p>Bolero, by Avalon Hotel 16 West 10th St. Erie, PA 16501 814-459-2220</p>
<p>Buffalo Wild Wings PO Box 8302 Erie, PA 16505 (814) 868-9464</p>	<p>Calamari's Squid Row 1317 State Street Erie, PA 16501 (814) 459-4276</p>
<p>Cali's West 3826 W. Ridge Rd. Erie, PA 16506 (814) 833-3033</p>	<p>Cannon's Chophouse 7165 Peach St. Erie, PA 16509 814-920-4343</p>
<p>Cheddar's Scratch Kitchen 2085 Interchange Rd. Erie, PA 16509 814-864-9249</p>	<p>Colony Pub & Grill 2670 West 8th Street Erie, PA 16505 (814) 836-7600</p>
<p>Dinner is Served by Lisa 334 West 8th Street Erie, PA 16502 (814) 218-2222</p>	<p>Donotos Pizza 1535 West 8th St. Erie, PA 16505 814-722-5900</p>
<p>Firebirds Wood Fired Grill 680 Millcreek Mall Erie, PA 16565 814-864-1599</p>	<p>Franco's Cafe 1001 State Street #106 Erie, PA 16507 (814) 455-8008</p>
<p>Giant Eagle 2501 W. 12th Street Erie, PA 16505 (814) 838-6990</p>	<p>Hooch & Blotto's 8071 Peach Street Erie, PA 16509 (814) 217-1140</p>
<p>Jimmy John's 515 State Street Erie, PA 16501 (814) 315-9334</p>	<p>Lake Shore Country Club 5950 Lake Shore Dr. Erie, PA 16505 (814) 833-0894</p>
<p>Little Caesars 3939 West 26th Street #B42 Erie, PA 16506 (814) 833-8880</p>	<p>Make It Fabulous Erie, PA 16508 (814) 452-2500</p>
<p>Moe's Southwest Grill 2052 Edinboro Road Erie, PA 16509 (724) 816-4945</p>	<p>Molly Brannigan's 506 State St Erie PA 16501 814-453-7800</p>

<p>Panera Bread 2501 West 12th Street Erie, PA 16505 (814) 833-9101</p>	<p>Plymouth Tavern 1109 State Street Erie, PA 16501 (814) 452-6210</p>
<p>Premier Catering, by the Ambassador 7794 Peach St. Erie, PA 16509 814-868-9999</p>	<p>Quaker Steak & Lube 7851 Peach Street Erie, PA 16509 (814) 864-9464</p>
<p>The Brewerrie at Union Station 123 West 14th Street Erie, PA 16501 (814) 454-2200</p>	<p>The Cork 900 West Erie Plaza Drive Erie PA 16501 814-651-0332</p>
<p>The Erie Club 524 Peach Street Erie, PA 16501 (814) 455-1328</p>	<p>The Kahkwa Club 3300 Kahkwa Club Road Erie, PA 16506 (814) 838-1901</p>
<p>The Que Abides 1408 West Grandview Blvd. Erie, PA 16509 (814) 823-4213</p>	<p>The Skunk & Goat Tavern 17 West Main St. North East PA 16428 814-347-9078</p>
<p>Wegmans Food Markets 6143 Peach Street Erie, PA 16509 (814) 866-6870</p>	

