



2020 Host Information & Guide

Network. Connect. Build.

Business After Hours (BAH) is a monthly informal networking event that's the perfect way for members and prospective members to connect and build beneficial relationships.

Getting to know the right people can be just what your business needs. Access to people is one more way to connect customers and community to your business.

The Erie Regional Chamber & Growth Partnership (ERCGP) strives to be an advocate for your company, creating a climate of growth and success. Hosting one of the ERCGP's Business After Hours connects your company not only to the business and industry within our membership, but also to community and civic leaders.

How it Works:

A \$750 fee secures your date and provides you with a variety of marketing perks & benefits.

One Thursday a month from 5-7p.m., a member business of the Erie Regional Chamber and Growth Partnership has the opportunity to host Chamber members and guests at a Business After Hours. 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 or free demonstrations (limit to 10-15 minutes).
- Provide raffle prizes with a business card drawing—a great way to follow up with your ERCGP network.
- Send your own personal invitations to your contacts. (we ask that the ERCGP name/logo be included.)
- 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.

How it Works Cont.:

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 BAH hosts:

- Return the completed and signed host agreement along with your \$750 payment (in full) to secure your date.
- Provide a brief company description with event details and a jpeg of logo at least three months prior to your scheduled date.
- Provide space for 200+ guests (attendance average). 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.
- Use a professionally licensed cater. (Preferably fellow member of the ERCGP are used for catering and any other vendor type of needs). Please see attached caterer list for reference.
- Provide a location (near a power outlet) for the ERCGP welcome area & two 8ft tables.
- Have staff available to join ERCGP 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.
- No liquor/mixed drinks.
- Beer should be bottled rather than cans, or poured into glasses.
- Glassware should be provided for wine, beer and soft drinks.

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:

- Promote and market the company as part of its Business After Hours programming.
- Track reservations and provide a head count to the host two (2) days prior to the event.
- Work with the host on event logistics.
- Provide name badges and registration the day of the event. The participant registration list will be shared with the host.
- Provide staff to help welcome guests at check-in. A representative from the ERCGP will provide an overview/welcome at the event, where the host is introduced (typically approx. 6 p.m.).

Host Marketing Benefits:

Featured on EriePA.com

- Company logo, description and event details will be featured on the ERCGP's online event page.
 - Estimated value: \$500

Announcement on ERIE Business Brief Blog

- Company logo is included on the ERCGP blog site during the month your company will be hosting.
 - Estimated value: \$500

Notice in ERIE Business Brief e-blast

- The ERCGP's e-newsletter is distributed to 4500+ subscribers.
 - Estimated value: \$500

ERCGP Database Invites

- Event invites (2x's) are sent through the ERCGP database. This is an offer *exclusive* to ERCGP members hosting a BAH. The database is available only for ERCGP sanctioned events and notices.
 - Estimated value: \$500

ERCGP Social Media & Web Site Posts

- Post-event photos & brief write up will be featured on the ERCGP's social media pages & blog.
 - Estimated value: \$800

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



2020 HOST AGREEMENT

MEMBER BUSINESS NAME: _____

ADDRESS: _____

LOCATION OF EVENT: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CONTACT PERSON: _____

EMAIL:

DATE: _____ TIME: **5 – 7:00 p.m.**

EVENT 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 brief event description with details and a jpeg of logo at least three months prior to your scheduled event.***

NAME OF PERSON AUTHORIZED (please print): _____

SIGNATURE: _____ DATE: _____

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

Colleen 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

2020 Catering & Restaurant Partners

Ambassador Catering****	814-868-9999	Millcreek Brewing Co.***	814-616-2739
Applebee's (Harborcreek)***	814-898-0150	Mill Creek Coffee Co.**	814-453-3192
Applebee's (Peach St.)***	814-866-8210	Moe's Southwest Grill***	814-868-2121
Applebee's (W. 12th St.)***	814-838-1144	Molly Brannigan's*** ****	814-453-7800
Aunt Anne's Cinnabon*	814-866-6161	Plymouth Tavern***	814-452-6210
Bolero*** ****	814-459-2220	Quaker Steak & Lube***	814-864-9464
Breakwater Restaurant & Pub***	814-833-4000	Romolo Chocolates* **	814-452-1933
Buffalo Wild Wings***	814-868-9464	Royal Sushi Hibachi Buffet***	814-864-2222
Cake Zen*	814-504-3886	Rum Runners Cove***	814-454-7160
Calamari's Squid Row****	814-459-4276	Sabella's Catering****	814-868-3463
Cali's West****	814-833-3033	Samurai Kitchen & Sushi***	814-833-0293
Cannon's Chophouse*** ****	814-920-4343	Smuggler's Wharf***	814-459-4273
Cheddar's Scratch Kitchen***	814-864-9249	Sorcerie (Food Truck)	814-456-0282
Cloud 9 Wine Bar & Restaurant***	814-882-9992	Taco Bell (W. 12th St.)***	814-833-2002
Colony Pub & Grill	814-836-7600	Taco Bell (E. 12th St.)***	814-455-5800
Dinner Served by Lisa****	814-218-2222	Taco Bell (Peach St.)***	814-866-9335
Donotos Pizza***	814-722-5900	The Brewerie at Union Station***	814-454-2200
Ember+Forge**	814-651-0718	The Cork*** ****	814-651-0332
Firebirds Wood Fired Grill***	814-864-1599	The Juice Jar***	814-450-0074
Fox & Hound***	814-864-5589	The Pittsburgh Inn***	814-833-0925
Franco's Café***	814-455-8008	The Que Abides (Food Truck)	814-823-4213
Giant Eagle (Interchange Rd)***	814-866-1089	The Skunk & Goat Tavern*** ****	814-347-9078
Giant Eagle (Harborcreek)*** ****	814-899-2730	Voodoo Brewing Co.***	814-520-6990
Hooch & Blotto's***	814-217-1140	Wegmans (Peach St.)*** **	814-866-6870
Hungry Howie's (W.12th St.)***	814-464-0202	Whole Foods Co-Op***	814-456-0282
Hungry Howie's (W. 26th St.)***	814-833-2002	Ye Ole Sweet Shoppe*	814-456-8775
Icing on the Lake*	814-464-0528		
Jimmy John's***	814-315-9334		
Latino's Restaurant*** ****	814-452-1966		
Little Caesars (W. 26th St.)***	814-833-8880		
Make It Fabulous Catering****	814-452-2500		
Metz Culinary Management****	814-874-6889		

*desserts
 **coffee
 ***take out
 ****off site catering

