



Boca Chamber Festival Days 2019

Program Sponsored by: Allegiance Home Health

A TRUE EXAMPLE OF COMMUNITY PARTNERSHIP

Non-profit Boca Chamber Members connect with For-profit Chamber Members to hold a fun-filled event during the month of August!

The Goal?

To raise awareness and funds for our Nonprofit member's philanthropic efforts. All month long, residents of South Palm Beach County will travel from event to event, participating in parties, competitions, family events and more! These summer events usually include elements of food, drink, socializing and/or entertainment. For more information, please visit www.bocachamber.com.

YOUR CHECKLIST:

- Make sure that both members of your pairing (for-profit & nonprofit) as well as the venue, are members of the Boca Chamber.
- Complete and submit Event Application (next page) with the \$300 entry fee by June 15th to ensure your spot on the calendar.
- The Chamber will add your event to the calendars once it has been approved.
- Brief description of event and logos of event sponsor and non-profit members – must be emailed to amiuccio@bocachamber.com before June 14th. File must be high resolution.
- Submit your event press release (150-180 words) to amiuccio@bocachamber.com before June 14th. ****PRESS RELEASE MUST INCLUDE:**
 - The phrase: **[your event name]** is part of Boca Chamber Festival Days - a series of fun-filled events held at different locations during the month of August - and is facilitated by the Boca Chamber.*
 - Who, What, When, Where, Why, Cost, Sponsor, Registration Information (if available)*
- 300 printed flyers of your event delivered to the Chamber by July 1st.
- Report proceeds raised from your Boca Chamber Festival Days event to Alison Miuccio by September 6th.

Your entry fee of \$300 (per event) includes:

- Inclusion of your event in both the Chamber's Event Calendar AND Community Calendar on www.bocachamber.com, in the Chamber's multiple Social Media outlets and on the print calendar distributed to all members.
- Event marketing in:
 - Press releases sent to media
 - Event Listed in weekly Chamber calendar update sent to over 3,000 contacts

Events must be held during the month of August and dates are allotted on a FIRST-COME, FIRST-SERVED basis. Submit your application to reserve your event today!
Fax form to 561.392.3780 or email to amiuccio@bocachamber.com.

Boca Chamber does not guarantee your event will be the only one being held on your date of choice.



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EVENT APPLICATION

Please type or print all information.

If any information changes, including date, location, cost, etc., you **MUST** notify the Chamber immediately via email at amiuccio@bocachamber.com.

1 EVENT INFORMATION

Non-Profit Partner _____
Contact _____ Phone _____
For-Profit Partner _____
Contact _____ Phone _____
Email _____
Address _____ Event Date (1st Choice) _____
City _____ State _____ Zip Code _____ Event Date (2nd Choice) _____
Event Name _____ Event Time: (start) _____ (end) _____
Location _____

All Participants must be members in good standing of the Boca Chamber

2 EVENT PAYMENT INFORMATION FOR THE AMOUNT OF \$300

Check* Mailed On ____ / ____ / ____

* Please make check payable to: Boca Chamber

Credit Card Information

AMEX Mastercard VISA Discover

CC # _____ Expiration Date _____ CVV* _____

*CVV=AMEX-front of card 4 digits above account number. VISA/MC/Discover-back of card last 3 digits on signature panel

Billing Zip Code _____

Name on Card _____ Signature _____

I have read the event guidelines and agree that the above event will be in compliance with said conditions. I understand that event planning, securing of event venue, event entry fee, and additional sponsorships are entirely my responsibility. I agree to hold harmless the Boca Chamber for any act, breach, omission, or negligence on the part of anyone in any way connected with this event. I also agree to release the Boca Chamber from all claims, cause of action, agreements, sums of promised money, covenants, contracts, promises, damages and demands whatsoever in law or equity which may have or which may arise by reason of any matter as a result of the above event.

Authorizing Signature _____ Date _____

Print Name _____

Please fill out the event application and return to: Boca Chamber Festival Days, Boca Chamber
1800 North Dixie Highway, Boca Raton, FL 33432 Email: amiuccio@bocachamber.com Fax: 561-392-3780