



# Middelburg of Chamber of Commerce & Industry

PO Box 1152, Middelburg 1050, Tel: 0132432253, marketing@middelburginfo.com

NPO 019338

## BUSINESS BUZZ HOSTING BOOKING FORM

### SPONSOR INFORMATION

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Tel Number: \_\_\_\_\_

e-Mail Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_

### BUZZ SPONSORSHIP RULES

#### How to book the Networking Occasion

1. The Buzz Application Form has to be submitted at least **three months** before the date of the event.
2. Sponsor to pay a refundable holding deposit of R1 000,00. If the sponsor cancels on or after six weeks before the event, the holding deposit will serve as a cancellation fee.
3. The booking of the event is confirmed upon payment of Deposit

#### Invitation

Sponsor to submit final invitation, for the event the last week, of the month before the date of the event for distribution to MCCI Members. To ensure a **successful networking function**, the sponsor should invite guests, their suppliers, and customers as well. **Only three (3) Mailshot Invites will be sent for the Business Buzz Event!!!!**

#### Catering for Event

Sponsor is responsible for all catering requirements for the evening.

- The food offered is usually finger foods. Keep in mind that the people have to stand and eat.
- Light alcohol, such as wine and beer as well as soft drinks is usually supplied.

Type of catering depends upon the sponsor

For a turnkey event, MCCI is prepared to arrange the catering and decor requirements for the sponsor, but all costs are for the sponsor's account.

#### Lucky Draw Prizes

The sponsor provides the prizes for the lucky draw:

- The sponsor decides how many lucky draw prizes, but should be no less than **three**.
- The cost of prizes is for the sponsor to decide.
- The business cards of the attendees are entered into the lucky draw, which takes place at the end of the program.

#### Venue Decorations/Equipment

Sponsor responsible for venue decorations and sponsor's branding and presentation equipment required.

Display Aids – Sponsor may use banners, display aids, or equipment to advertise products or services.

#### Sponsor's Presentation

To ensure effective networking the number of chairs/seats are limited. Therefore the sponsor must time his/her presentation to not more than 15 minutes as all attendees will be standing.

### BANKING DETAILS FOR DEPOSIT RETURN

Bank: \_\_\_\_\_ Acc. Nr: \_\_\_\_\_

Acc Type: \_\_\_\_\_ Branch: \_\_\_\_\_

### SUBMISSION

I have read, understood and will abide by the requirements for the Business Buzz Sponsorship.

Application completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone the day of the Event: \_\_\_\_\_

### FOR OFFICE USE ONLY

Events Calendar Updated  Holding Deposit Received

Marketing Officer: \_\_\_\_\_ Secretary: \_\_\_\_\_

Date Finalized: \_\_\_\_\_ Date Finalized: \_\_\_\_\_

