

# Strictly Social Networking Events

These are after-work networking only events held 4 times a year in February, May, August & November. We usually have about 40-50 people attend these.

## Event Date

Thursday nights are preferred but negotiable: November, February, May & August

## Event Schedule

4:00 pm	Set up
5:00 pm - 7:00 pm	Reception

## Event Details/Guidelines

### Event Space

- ✓ Reception space to accommodate 40-60.
- ✓ Registration area outside event space with 1 skirted tables, chairs, pens and a coat check. Host venue may add additional table for its own collateral.
- ✓ Highboys and cocktail tables in reception area.

### F&B Needs

- ✓ Hors d'oeuvres and cocktails and/or wine/beer for all attendees.

### AV Needs

- ✓ Microphone and sound, if possible.
- ✓ Complimentary Wi-Fi for all guests during event.

### Other

- ✓ Discounted or complimentary parking for all other attendees if available.
- ✓ Raffle prize donated by venue.
- ✓ Provide a venue representative to discuss the property at the beginning of the event.
- ✓ Need to provide logo and photos for marketing purposes of venue.

## Additional Information

MPI Washington State Chapter will only approve venues that agree to the following concessions:

1. No cancellation damages, unless MPIWSC selects an alternate location when facility is able to accommodate MPIWSC event.
2. No attrition damages, unless following guaranteed amount.
3. Standard dual coverage force majeure and cancellation clauses.
4. Guarantee provided 3 business days before event.
5. No Pre-Payment. Ability to pay net 45 days following the event, pending payment is owed.
6. Venue shall provide a hard copy invoice to MPI Washington State Chapter's Managing Office no later than one week after the event. Send invoice to MPIWSC, 120 State Avenue NE, #303, Olympia, WA 98501. Invoice should outline number of attendees, costs, etc. Payment will be within 30 days of invoice. Please note that MPIWSC cuts checks once per month, so if invoice is not received one week after the event, this may delay payment by MPIWSC accordingly.
7. If venue does not sponsor 100%, a customized sponsorship may be determined.
8. MPIWSC will give preference to suppliers who have established anti-trafficking policies.