



115 East Gray Street  
Norman, OK 73069  
Tel. (405) 321-7260  
Fax (405) 360-4679  
www.normanchamber.com

### TRC 2018

Volunteer \_\_\_\_\_

**Office Use Only:**

Member ID \_\_\_\_\_ Password \_\_\_\_\_

## TRADE CONTRACT

### Company Information

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

Event Contact\* \_\_\_\_\_

Email \_\_\_\_\_

Company Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Approved by (please print) \_\_\_\_\_

Approved by (please sign) \_\_\_\_\_ Date \_\_\_\_\_

*\*Event contact will receive all event-related communications and materials*

### Sponsorship Information

The Company will serve as a sponsor of:

Name and Year of Sponsorship \_\_\_\_\_

Dollar Value of Sponsorship as Listed in TRC Materials \_\_\_\_\_

The Company will offer the following in exchange for the above sponsorship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Value of Trade Offering \_\_\_\_\_

**By signing above, I agree, on behalf of the company listed above, to provide written notice to the Norman Chamber of Commerce of cancellation of any or all of this sponsorship at least two (2) months prior to the date of the sponsored event.**

**This contract is not complete until it has been reviewed and accepted by the Chamber. Once accepted, I will receive a copy of the contract signed by the Chamber staff.**

### CHAMBER OFFICE USE ONLY

Vice President, Member Services and Sales \_\_\_\_\_ Date \_\_\_\_\_

President/CEO \_\_\_\_\_ Date \_\_\_\_\_

**By signing above, we agree, on behalf of the Chamber, to supply for the Company the benefits outlined in the TRC sponsorship listing**

Approved by Trade Team

Approved Contract Sent to Company

# TRADE CONTRACT

## Instructions

1. Before approaching a member about a potential trade, please contact Michelle Hohlier at (405) 321-7260 or [Michelle@normanchamber.com](mailto:Michelle@normanchamber.com) to discuss feasibility. This will save you time and effort. Please note that we will not be able to process a trade unless it is submitted on the correct form.
2. The Norman Chamber of Commerce will consider trades only if the service(s) or product(s) provided would otherwise be purchased by the Chamber.
3. Verify the Company is a current member of the Chamber.
4. Please print or type all information.
5. Complete the section on the Company. The event contact will receive all trade-related materials. Please make sure to list the appropriate person's name and phone number. Make sure address is where correspondence is to be sent.
6. Have the appropriate person approve the agreement by printing and signing his/her name. Please note that the person authorized to approve the agreement may be different from the event contact, who receives all related materials.
7. Indicate the event/activity and year of the trade.
8. Indicate what the company will provide to the Chamber.
9. Feasibility of trade will be reviewed by the Vice President of Member Services and Sales and the Chamber President/CEO. This trade team will accept or reject the trade. You will be notified once the decision is made.
10. A letter of confirmation will be sent to the Company.

**Please complete the contract in full.**