



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

TRC 2019

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 Jamie Wade at (405) 321-7260 or jamie@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.