

Pendleton Chamber of Commerce

Presents



Pendleton Through The Looking Glass

Thank you for decorating a table at this prestigious event! The committee would like to remind you of some decorating guidelines and information you may be wondering about as you plan your decorations and marketing items. Please call the Chamber office at (541) 276-7411 or email info@pendletonchamber.com if you have questions not answered here. Thank you in advance for your cooperation in following these guidelines we've implemented in the spirit of fun and fairness. We're looking forward to our best banquet ever. Thanks for being a part of the success!

GUIDELINES FOR FIRST CITIZENS BANQUET TABLE DECORATING

1. All Decorations will be provided by you as the decorator. Centerpiece giveaway item must be valued at a minimum of \$50. Each place setting should have a gift valued at a minimum of \$10.
2. Don't forget to bring all the supplies you need to decorate with...i.e. tape, glue, string, electrical cord, boxes to take home items and ladders to hang things if necessary.
3. We ask that you not use any of the Convention Center maintenance equipment, i.e. ladders, as it becomes a liability issue. Please do not rely on the Convention Center for decorating supplies.
4. **There will be no electricity available for the tables.**
5. Tables are round and seat 10. The place settings, including napkins, dishes, cups & saucers and wine glasses will be provided. Remember you will need room for place settings as you decorate. **All decorating items are considered "prizes" of those seated at the table.**
6. **NO LIT CANDLES, NO OPEN FLAMES! You may use battery operated candles or just don't light your candles.**
7. Do not use permanent markings or decorations that may not be removable or cleaned up/vacuumed up.

GUIDELINES FOR FIRST CITIZENS BANQUET TABLE DECORATING, continued

8. The decorating times will be:

- **Thursday, January 27, 2022 from 3:00 to 7:00 p.m.**
- **Friday, January 28, 2022 from 8:00 a.m. to 12:00 p.m.**

All decorating must be done by 12:00 p.m. on Friday, January 28, 2022 so the judges will have adequate time to consider your table for an award.

9. You will draw for a table location when you arrive the day of decorating. You may not request a location. The Chamber will locate certain needs as appropriate for safety reasons, and tall decorations that may obstruct views will be placed along the periphery or in the back of the room.

10. You will not be able to do additional decorating the evening of the event. As you can see, your decorating time is limited so have your table planned out completely. Do most of the assembling prior to the decorating time while using that time for set-up.

11. If your table needs candles or lights turned on prior to judging, please let the table coordinators in the room know in advance.

12. If you are not a decorator but would like to participate, the Chamber has a short list of creative people to assist you. The last day to utilize this service is January 7, 2022.

Black and white table linens will be the only colors provided, but you may also choose to bring your own plate chargers, place mats, napkins, special table cloths (90"), or runners, etc. but don't expect to get them back!

Prizes will be awarded during the program that evening for:

- Best Marketing of your business
- Best Use of Theme
- People's Choice

PENDLETON CHAMBER OF COMMERCE

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FIRST CITIZENS BANQUET & BUSINESS EXCELLENCE AWARDS TABLE DECORATING OPPORTUNITIES

Yes! I would like to highlight my business or organization by decorating **one** of the 50 dining tables at the annual banquet. This does not include tickets to the event.

Please select your choice of commitment:

- \$25 to secure your table decorating opportunity when paid **before** December 16th
- \$40 to secure your table **after** December 16th
- Donation of Raffle Prize with a value of at least \$40 in-lieu of \$25 decorating fee

PAYMENT & CONTACT INFORMATION

Check enclosed in the Amount of \$ _____ Please charge my VISA/MasterCard for \$ _____

Card Number _____ Expiration Date _____ CVV _____ ZIP _____

Signature _____

Business Name _____ Contact Name _____

Email Address _____ Phone Number _____

REGISTER & PAY BEFORE December 16th, 2021 FOR DISCOUNTS!

(541) 276-7411 or 501 S. Main, Pendleton, OR 97801

Upon receipt of your registration, we will contact you with details about decorating your table, including colors of provided linens and guidelines.