



Chicago Section
Institute of Food Technologists



the First Section

Chicago Section IFT Dinner Meeting Supplier Sponsorship Details

Congratulations and thank you for choosing to be a Supplier Sponsor for the December dinner meeting of the Chicago Section IFT. This is a unique opportunity to highlight your company, products and services to a group of active CSIFT members. Your donation of \$350 will help the Chicago Section IFT to cover costs such as dinner subsidies for unemployed, student members and special events at various dinner meetings.

Please note the following guidelines to gain the most benefit for your company's sponsorship:

Newsletter Article Deadline: The newsletter highlighting your sponsorship will go out about 2-3 weeks before the event. The deadline is 2 days after the prior month's meeting. Provide your logo, a link to your website, and an letter or ad. Submit to the CSIFT Business Office at businessoffice@chicagoift.org.

Table Top Display: You will be provided a table in the general area of the pre-dinner reception. The size of the table and location will depend on the venue. Product literature, business cards, give-aways, and pre-packaged samples are encouraged. If you are considering a taste sampling, please check with the House Committee in advance as some venues may restrict service. Please do not bring floor displays.

The reception generally begins at 5:00 pm. You may arrive up to an hour earlier to set up, and you can leave your display up throughout the event. The featured speaker usually wraps up around 8:00-8:15.

Brief Introduction: A representative of your company will be allowed to speak during the general announcements. However, due to time constraints the allotted time will be short and constrained to 3 minutes. (If you would like to use PowerPoint slides, please work with a House or Program Committee member to set your slides up prior to dinner. Because of time, please limit the presentation to 2-3 slides. Providing your slides on a USB thumb drive is highly recommended.)

Please use the following guidelines for the introduction:

1. Company name and headquarter location
2. Name of the attendees from your company and their office locations
3. Any significant history or name changes that will have meaning to members (e.g. We used to be known as Carol's Confections, but then Worldwide Chocolate purchased us and we are known as Chocolate Solutions)
4. Description of your product or service offerings, but please do not go over the time limit.
5. Direct members to where your display is located and let them know how they can find out even more information.

Once again, from the Chicago Section IFT House Committee, thank you for your participation in the Dinner Meeting Supplier Sponsor program. We wish you great results!