



## **RIBBON CUTTING AGREEMENT Brick & Mortar Members**

This Ribbon Cutting Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Lake Nona Regional Chamber of Commerce, Inc., (the “Chamber”) and \_\_\_\_\_, with a principal place of business located at \_\_\_\_\_ (the “Member”) who agree as follows:

1. Ribbon Cutting Ceremony. The Member requests the Chamber to support and promote the Member’s ribbon cutting ceremony (the “Ceremony”) to take place at \_\_\_\_\_, Orlando, FL 32\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_, commencing at \_\_\_\_:\_\_\_\_ a.m./p.m., and concluding at \_\_\_\_:\_\_\_\_ a.m./p.m. The actual cutting of the Ribbon shall occur within the first half hour at \_\_\_\_:\_\_\_\_ a.m./p.m.

2. Requirements and Guidelines. The following is a list of requirements and guidelines for the Ceremony:

a. Ribbon Cutting Ceremonies are to be conducted **between the hours of 8:00 a.m. and 6:00 p.m. Monday through Thursday**. However, special arrangements can be made with the Chamber at least two months in advance for any ceremony outside of these times and a small fee may be imposed for staff time outside regular workday hours. Before deciding on a date/time contact the chamber to confirm that the date/time is available.

b. Member must coordinate with the Chamber all changes to schedule and time before changing arrangements with contractors and caterers supporting the event as the Chamber’s schedule may not agree with the change.

c. The Chamber shall have at least one member of its staff present to support the Ceremony, who will arrive at the location for the Ceremony approximately an hour before the cutting of the Ribbon is scheduled to commence and stay approximately a 1/2 hour after the Ribbon Cutting. The Chamber’s staff will provide ribbon and scissors for the Ceremony and a camera/cell phone to take photographs for publications, social media. The host will receive links to each of the social media sites with photos from the event within a day of the event.

d. The Chamber will promote the Ceremony in its monthly newsletter, Constant Contact, email blast, and on the Chamber’s website and social media at least once prior to the Ceremony. An invitation will be sent to our local officials. A photograph of the Ceremony will also be posted on the Chamber’s website and social media. The Chamber recommends that the member also promote the event via their own social media efforts as history has shown greater community participation when this occurs.

e. Upon execution of this Agreement, **the Member will provide the Chamber the following attachments:**

- Company Logo(s)**
- In-house Marketing Photographs**
- Event Details**

\*Please note, the Chamber may use all or a portion of this information for its promotional materials for the Chamber Event.

f. The Chamber will have at least one of its ambassadors present at the Ceremony to assist with welcoming members and visitors.

g. The Chamber recommends that the Member provide light refreshments and beverages for the Ceremony and, if held at lunch time, the Member should provide food for all attendees. (We will provide a number registered up to two days prior, unfortunately we cannot estimate prior for catering services.)

**We strongly recommend contacting chamber members to assist you with refreshments, decorations and entertainment as needed. A full list by category is available on our website or by contacting the chamber at 407-796-2230.**

**Please specify what you are providing to be posted on ribbon cutting flyer – tours, entertainment, vendor booth area, food, drinks, photo booth...**

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h. The Chamber does not encourage or discourage the furnishing of alcoholic beverages at the Ceremony. If applicable, please specify what you are providing to be posted on ribbon cutting flyer:

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i. Comments (Please provide additional information as needed):

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j. The Member shall comply with all applicable governmental rules, regulations, and laws for the Ceremony, including, without limitation, the service of alcoholic beverages.

3. Indemnity and Hold Harmless. The Member assumes all liability for any damages, injury and claims relating to the Ceremony, including the service of alcoholic beverages. The Member agrees to indemnify and hold the Chamber and its Staff, Directors, Officers, and Ambassadors harmless from and against any and all loss, damages, claims, lawsuits, actions, liability, debts, attorneys’ fees, costs, litigation expenses, interest, late charges, demands, suits and judgments arising out of or relating to the Ceremony.

4. Independent Status. The Member shall have complete control over the Ceremony, and nothing contained in this Agreement shall be construed to create any legal partnership or joint venture with the Chamber.

5. Limitation of Liability. UNDER NO CIRCUMSTANCES WHATSOEVER SHALL THE CHAMBER BE LIABLE TO THE MEMBER OR ANY OTHERS FOR COMPENSATORY, CONSEQUENTIAL, INCIDENTAL OR SPECIAL DAMAGES IN CONNECTION WITH THE CEREMONY, INCLUDING, BUT NOT LIMITED TO LOST PROFITS.

6. Limited License to Use Chamber’s Name. Subject to the terms and conditions contained in this Agreement, the Chamber hereby grants the Member a non-exclusive limited license to use the Chamber’s name solely in connection with the promotion of the Ceremony on the date and for the times set forth above in paragraph 1 above.

7. Acknowledgement. The Member’s signature on this Agreement constitutes the Member’s acknowledgement that the Member has read, understood, and shall abide by all terms and conditions of this Agreement.

Please return the entire signed agreement with required attachments noted in Paragraph 2d. to: [Administration@lakenonacc.org](mailto:Administration@lakenonacc.org)

The Member  
By: \_\_\_\_\_

(Signature of authorized agent)

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The Chamber  
By: \_\_\_\_\_

(Signature of authorized officer)

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(Print name of agent)

(Print name of officer)