



MELANIE DAVIS, Chair and TIM MCDONNELL, Assistant Chair

invite you to join **over 600 industry associates** at the
The Electrical Board of Missouri and Illinois'

CHRISTMAS MIXER

WEDNESDAY -- DECEMBER 5, 2018

featuring

SCOTT LONG, COMEDIAN

at **OUR NEW MIXER LOCATION:**

St. Charles Convention Center – Exhibit Hall North (same as expo)

(One Convention Plaza, St. Charles, MO 63303)

11:00 a.m.-Hospitality (CASH BARS in LOBBY AREA) -

****ALL BARS CLOSE PROMPTLY AT NOON****, so everyone can proceed into exhibit hall and

Begin LUNCHEON and program promptly at 12:15 p.m. *

12:30 – 3:00 P.M. – TWO LOBBY BARS WILL BE AVAILABLE

1:15 p.m.-2:00 p.m. - Program

(IMPORTANT: Please read Informational Mixer Sheet attached PRIOR to Mixer for parking, CANNED FOOD DRIVE info, etc. AND FORWARD TO YOUR GUESTS so they have this information)

We hope you are planning to join your industry associates! To make your Mixer reservations and verify your table location for this year's Christmas Party... **YOU MUST USE OPTION 1 OR 2 BELOW:**

1) CLICK ON LINK IN BODY OF EMAIL TO REPLY TO ALL QUESTIONS REGARDING THE MIXER
OR

2) *Please do NOT email back that you need a table!!! We need all of the questions answered to reserve your table in order for us to invoice you correctly or your accounts payable to process with one check. You can SCAN/EMAIL COMPLETED ATTACHED RESERVATION FORM to annie@electricalboard.org BEFORE NOVEMBER 17TH to confirm several details needed for the Mixer.

Important: Even if you CANNOT ATTEND the Mixer due to a conflict, please email annie@electricalboard.org before November 17th or send in form so we know to cancel your table and it will save you from receiving Mixer details later.

****** YOUR TENTATIVE TABLE NUMBER WAS LISTED ON THE MESSAGE PORTION OF THIS EMAIL!!!! PLEASE REFER TO THIS NUMBER WHEN MAKING YOUR RESERVATIONS. We have attached a table chart. Please read carefully before reserving a full table or tickets.**

***PLEASE UNDERSTAND THAT IF YOU COMMIT TO A TABLE OR TICKETS FOR THIS MIXER, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ALL TICKETS RESERVED PRIOR TO NOVEMBER 29TH. IF YOU CANCEL PRIOR TO NOON ON WEDNESDAY, NOVEMBER 28TH, A REFUND WILL BE ISSUED. *AFTER NOVEMBER 28TH, YOU WILL HAVE TO PAY FOR ANY TABLE OR TICKETS NOT USED—NO EXCEPTIONS!!!!**

Many members believe that the facility charges us for ONLY those that attend, and this is NOT the case as they charge us for the "guaranteed amount". Our guarantee is based on final tickets sold at this time. Please understand that in order for SCCC to order and prepare food for the Mixer, we have to give them a guarantee on Wednesday, November 28TH. It takes much time for them to prepare and order all items needed for an event of over 600 people. They cannot do this the day before the Mixer, so all counts must be given a week prior to the event. Even if it snows, they have purchased all the food earlier and have our guarantee. **EBMI HAS TO PAY FOR THIS ENTIRE GUARANTEED AMOUNT, SO WE MUST PASS THE COST ON TO YOU.** IF YOU DO NOT SHOW, YOU STILL WILL HAVE TO PAY FOR THE TICKETS YOU ORDERED. Unfortunately, it is similar to ordering Blues tickets. If you decide not to go to a game because you do not wish to fight the traffic if the weather is bad, you still pay for your ticket, whether it is used or not. Our event is the same, as we have to charge everyone who reserves tickets, because this is what EBMI is charged! We hope this clears up any misconceptions concerning our event.

PLEASE CONFIRM BACK BY CLICKING RSVP LINK IN EMAIL OR BY COMPLETING THIS FORM BY NOVEMBER 17TH...EVEN IF NOT RESERVING TABLE/TICKETS FOR THIS YEAR. THIS HELPS US TO KNOW WHAT TABLES ARE NOT BEING USED.

TO MAKE IT SIMPLER, CLICK RSVP LINK IN YOUR EMAIL ...AND MAKE RESERVATIONS THIS WAY. Or ...you can scan/email this form to annie@electricalboard.org or mail it with your check to EBMI, 900 S. Highway Dr.-Ste. 306, Fenton, MO 63026 BEFORE the deadline. We would appreciate receiving your response prior to November 17, 2018 even if you CANNOT ATTEND. We look forward to another successful Christmas Mixer and hope you and your associates will be able to join us! Our phone is 636/305-6434 if you have any other questions.)

This will confirm our reservation for Table Nos.(please list the number shown on the email message) _____ at the EBMI's Christmas Mixer Party on December 5, 2018

REMINDER: Once you commit to table or tickets, you will be charged the full cost of table or tickets if cancellation is NOT received prior to November 28th. So, please make your guest list early, and call EBMI before November 29th if you need to cancel. After this time, you will be charged for all tickets ordered from EBMI.

_____ Tickets @ \$65.00 per person \$ _____
_____ Tables of 8 @ \$520 per table \$ _____
_____ Tables of 9 @ \$585 per table \$ _____
_____ Tables of 10 @ \$650 per table \$ _____

PLEASE CHECK ONE: (All payments must be received prior to November 28TH. Thank you.)

Check is enclosed. Check will be forwarded to EBMI. Please invoice. Mastercard/Visa & now AmEx (Call EBMI with info.)

(If NOT attending this year, please send in this form and check one of the boxes below.)

Please cancel my table reservation FOR THIS YEAR ONLY.

(If this is the third year you have cancelled your table, we will consider that a "permanent cancellation".)

Please cancel my table reservation PERMANENTLY.

ATTENDANCE PRIZE DONATIONS – PLEASE SIGN UP BELOW SO WE CAN INCLUDE ON ONE INVOICE.

To make it simpler, we are including a space to indicate if you wish to donate a prize for this year's Mixer. This is optional of course. Each company who donates will be listed in the brochure on each table and in the FLASH, but we will NOT read the names from the podium at the Mixer. If you plan to donate \$25 (that will be used to purchase a gift or gift certificate) or donate a gift, please make sure to complete information below. We need all donors information prior to November 17THth.

Will donate \$ ____.**

**** PLEASE MARK ONE:** Invoice with table Invoice separately Will send check Mastercard/Visa/AmEx

Will provide a gift for the Mixer. **Please mark one:** Will deliver to EBMI office by 11/28. Will bring to Mixer

Sorry, we cannot provide a gift this year.

INFORMATIONAL FORM IS AN ATTACHED SEPARATE FILE SO YOU CAN FORWARD TO GUESTS! DUE TO THE EASE OF LAST YEAR'S EMAIL RESERVATIONS, WE HAVE SENT THIS ONCE AGAIN VIA EMAIL TO MEMBERS TO MAKE IT EASIER FOR YOU AND YOUR GUESTS. THIS IS VERY IMPORTANT THAT YOUR GUESTS RECEIVE THIS INFORMATION IN ADVANCE TO GIVE THEM NECESSARY INFORMATION: TIMES, **NEW LOCATION, PARKING INFO, REMINDER ABOUT CANNED FOOD DRIVE, ETC.**

We have attached an informational sheet about the activities for the Mixer. **Each year, when guests arrive, they indicate to the staff that they were not informed of parking available, times, etc., pertaining to the Mixer. Many indicated they would have brought canned food if they had known in advance. To make it easier for you to get the Mixer information to your customers and co-workers, who will be attending as your guest, we ask that you take a few minutes to forward the attached form to them with all activities planned for the day.** You can copy the activities listing and forward it with your personal invitation or send it with a reminder later in the month to your guests. We hope this will help you and your customers in planning for the Christmas Mixer and alleviate the many questions about the activities at the Mixer.

BADGES (IN ADVANCE OF MIXER) – PLEASE NOTE: BLANK BADGES WILL BE ATTACHED TO YOUR TICKETS AS THEY WERE LAST YEAR!!! EBMI ONLY PRINTS BADGES FOR EBMI PAST CHAIRS, BOARD MEMBERS AND COMMITTEE. SO, WE DO NOT NEED YOUR GUESTS NAMES AS THEY WILL PRINT THEIR NAME ON THEIR OWN BADGE. PLEASE MAKE SURE YOU GIVE THEM TO YOUR CUSTOMERS IN ADVANCE OF THE MIXER!

Having badges in advance seem to ease time in the badge lines. Because a common complaint received in past years was the long lines for badges, we will once again have a badge attached to each ticket. This way, you will have your blank badge(s) ahead of time and your company can print names & companies (either on computer or by hand) on the badges. (You may want to wait until you are closer to Mixer, as guests constantly change.) This will save everyone time from waiting in lines at the Mixer. **But ... YOU will have to make sure that your guests receive their ticket and badge in advance of the Mixer. We only send the person reserving the tables ALL tickets, so it's your responsibility to make sure your guests do not have to wait in badge lines by ensuring they receive their badges BEFORE the Mixer.** It is quite difficult with the number of people who attend to wait until that day to distribute them. If you do this, please let them know your table# in advance. We need your assistance to make this badge procedure work, so please inform your guests that a blank badge will be attached to their ticket.

Name

Company

Phone

E-Mail