



# Membership Packet



# Welcome

At the Amesbury Chamber of Commerce, we are in business for *your* business.

Membership with the Amesbury Chamber is about joining a dedicated community of professionals, entrepreneurs, non-profits, and volunteers all committed to the concept of building each other up for our collective benefit. Joining our Chamber makes you a member of a unique and varied public/private partnership. The Chamber's programs, benefits, and initiatives provide access to resources and activities that create an exciting opportunity for you and other local business partners to be as successful as possible within your field; while supporting the vibrancy of our local community.

Yes, we have a package of benefits at different levels of membership. However, as Executive Director, I am committed to delivering on our mission to support our businesses through providing the resources and support you need. I encourage you to contact the Chamber at any time with questions or ideas on how I can further help you and your business; and I welcome any suggestions that you think can help us better support our broader business community. I look forward to working with you!

## **Phil DeCologero**

Executive Director  
c. 508-423-6709

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As your 2022 Chairman of the Board of Directors, I'd like to personally welcome you to the Amesbury Chamber of Commerce. As a small business owner myself, I can sympathize with regards to all the ins and outs of running, working, owning and growing a small business. The Chamber is a resource not to be overlooked and is positioned to help you achieve success, through education, communication, and to advocate on behalf of the interests of each business.

There are so many businesses, organizations, non-profits, and volunteers doing amazing things in our community, and our Chamber continues to come up along side to bring support, collaborate and work towards the common goal of a vibrant, engaged, and prospering community.

I encourage you to get involved in the Chamber on one of several committees. The more our members get involved, the more effective we can be. In addition attending events and programs is a great way to network and make connections, be sure to check out the events calendar on the Chamber's website.

I look forward to the opportunity to work with you!

## **Antoinette Whitney**

Ovedia Artisan Chocolates



# Membership Levels and Benefits

We are IN BUSINESS for YOUR BUSINESS.

	Visionary \$2,000	Investor \$1,000	Partner \$500	Community* \$350-\$250*	Non Profit \$200	Artisan \$100	Page # in packet
Receive Annual Digital and Window Decal of Chamber Logo	✓	✓	✓	✓	✓	✓	
Linked Directory Listing on Chamber Website	✓	✓	✓	✓	✓	✓	
New Member Announcement	✓	✓	✓	✓	✓	✓	
Amesbury Merchant Newspaper	✓	✓	✓	✓	✓	✓	11
Complimentary Use of Office Resources including printer, scanner, copier, fax, laminator, and WIFI. **	✓	✓	✓	✓	✓	✓	6
Access to Certified Business Advisor (SCORE rep)	✓	✓	✓	✓	✓	✓	
Brochure & Business Card Display in Lobby	✓	✓	✓	✓	✓	✓	
Gift Card Program Participation Access	✓	✓	✓	✓	✓	✓	7
Certificate of Origin	✓	✓	✓	✓	✓	✓	
Materials included in Welcome Bags to new residents	✓	✓	✓	✓	✓	✓	6
Milestone Acknowledgements (5-year increments)	✓	✓	✓	✓	✓	✓	
Ribbon Cutting Services	✓	✓	✓	✓	✓	✓	6
Promotion Through Social Media Platforms	✓	✓	✓	✓	✓	✓	5
Unlimited Online Calendar Access	✓	✓	✓	✓	✓	✓	10
Complimentary Mailing Labels of Chamber Member Businesses	✓	✓	✓	One	One	One	4
Complimentary Customized Email Blasts	Six	Four	Two	One	One	One	5
Business Briefcase Profile	✓	✓	✓	✓	✓	✓	5
Guest Blog Posting Access to Community Corner	✓	✓	✓	✓	✓	✓	
Use of Chamber Office space for public office hours	✓	✓	✓	✓	✓	✓	6
Exclusive Hosting Opportunity for Member Mixers	✓	✓	✓	\$200			5
Priority Seating at Chamber Events	✓						
Company Logo on Chamber E-Newsletters	✓						
Company Logo on Chamber Website Linked to your Website	✓						

Grateful for the partnership of our Visionary Members:



\*Reduced Memberships are a one-time, one-year offer for businesses in their first year of operation.

\*\* We ask that members please use this service responsibly. The Chamber reserves the right to place limits on printing.

Marketing Add-Ons Available to All Members.

Mailing Labels of Chamber Member Businesses- \$10  
Customized Email Blasts- \$20  
Event Sponsorships- Varied, Please Inquire

# Maximize Your Membership

## Post to the Job Board

As a member of the Amesbury Chamber of Commerce, you are able to utilize the amenities of the Amesbury Chamber website. One of which is the Job Board where you can post available positions for the public to see and share. Many local companies have found highly qualified local employees from using this site.

**The following prompts will guide you through the process.**

- Navigate to [www.AmesburyChamber.com](http://www.AmesburyChamber.com) in your web browser
- Locate the 'Business Here' link on the landing page and hover to find the 'Job Board'
- From the 'Job Board' you will see the option appear to 'Submit a Job'
- Click on 'Submit a Job'
- You DO NOT have to login
- Fill in the submission form
  - ◇ The more descriptive the better
  - ◇ Utilize as many of the social media links as possible
  - ◇ The logo must be no more than 2 MB
  - ◇ If you have multiple openings or a long descriptions you can enter a summary and use links to direct candidates to your own job board page
- Click 'Preview', review and then 'Submit Listing'
- Once submitted, it will be approved and posted within 2 days
- Job postings automatically expire in 30 days so you do not need to maintain them. If you'd like a posting to be extended or re-posted you can email [info@amesburychamber.com](mailto:info@amesburychamber.com) and the staff can extend the dates or repost without you having to resubmit.

## Request Mailing Labels

Don't underestimate snail mail! We offer printed mailing labels addressed to our primary contact at each member business, approximately 280 people. These can be a great tool for letters or postcards introducing yourself and your business, offering business to business discounts and collaborations, etc. Depending on your level of membership these labels may be free or cost a small fee. To request your labels call the Chamber office at 978-388-3178 or email [info@amesburychamber.com](mailto:info@amesburychamber.com) and let us know when you need them. We print them on demand so they are as up to date as possible. We request 2 days notice to allow for staff time to prepare.

## Send an Email Blast

We have an email distribution list of over 1,600 people who live, work, and visit the Amesbury area. Members are entitled to a certain number of blasts each year, depending on their level of membership. Additional blasts are possible with a \$20.00 donation.

We try to limit our email blasts to 1 per day, ideally working with you to identify the ideal days and times to maximize the number of opens. Use this tool to advertise your upcoming sale, event, new staff, space, or simply remind the public of your services. We always send you a test to approve before we will send your email so we can make sure it looks just right!

Contact our Chamber staff to work on best design practices and strategies—remember, we're here to help!

## Social Media

The Chamber leverages our networks on Facebook, Twitter, Linked In, and Instagram to promote our members. Oftentimes, we share promotions and news that we observe on our own, but we also encourage our members to tag us and/or directly contact our office if there is info out there that you want us to share.

Our Chamber has curated our own network so that we can touch thousands, regularly resulting in the Amesbury Chamber being the most engaging Chamber north of Boston.

## Business Briefcase

Partner level members and higher have access to our Business Briefcase tool. You get to work with our team to develop your own graphic, identifying your strengths, and putting a face with your name. These features get their own email blast to our entire list, and are followed up with staggered, repeated posts on social media platforms.

## Hosting Mixers

Many businesses thrive off getting bodies in the door. Partner level members and higher are given the opportunity to host one of our monthly mixers—networking events that typically attract several dozen guests.

**Amesbury**  
**BUSINESS BRIEFCASE**  
**RISTORANTE MOLISE**

**ANTONIETTA & ELISA**  
SISTERS & OWNERS

ARE YOU FACING ANY NEW CHALLENGES?

"STAYING AWARE OF THE EVERCHANGING RULES AND REGULATIONS REQUIRED FOR OPERATING A RESTAURANT CAN PROVE CHALLENGING AS WE STRIVE TO KEEP OUR CUSTOMERS SAFE AND ABLE TO ENJOY SOMETHING WE ALL LOVE. GREAT FOOD!"

At Molise, our goal is for every customer to feel like they are part of our family, and enjoy our authentic Italian cuisine made from the heart. Whether you are dining in, enjoying one of our outdoor tables or taking out, you are always welcome. We look forward to seeing you. Buon appetito!

WHAT KEEPS YOU FEELING POSITIVE THESE DAYS?

"THE SUPPORT, KINDNESS AND GENEROSITY WE HAVE SEEN FROM OUR CUSTOMERS AND THE LOCAL COMMUNITY IS AMAZING. KINDNESS TRULY DOES MATTER DURING THESE TIMES. THE LOVE WE FEEL AND THE COMMUNITY SPIRIT WE SEE IS SIMPLY OVERWHELMING AND HEARTWARMING..."

One Market Square  
Amesbury, MA 01913  
ristorantemolise@gmail.com  
978.388.4844  
www.ristorantemolise.com

## Schedule A Ribbon Cutting

One of the most exciting events and times for a business is celebrating your ribbon cutting, grand opening, anniversary or special milestone. The Chamber is here to assist in making the plans for your celebration! Whether it's a large affair or a small group for a 30 second photo op, we'll be there. We bring the ribbon, the giant scissors, and the photographer. We have an invitee list that includes our Board of Directors, Mayor of Amesbury, our State Senator, State Representative, City Councilors and other local leaders. After the event, we sit down with you and draft a press release that features your business in a unique way that meets your approval.

## Welcome Bags

Whenever a home is sold in the area, one of our realtor members deliver a Welcome Bag - a reusable tote bag filled with informative and promotional products from our members. Simply provide our Chamber with whatever you'd like included, and leave the distribution up to our team!



## Office Space

The Chamber maintains extra office and desk space at our 5 Market Square space. Members of all levels can book space for private meetings, including in our conference area. Members who are Partner level, or higher, can pre-schedule regular office hours that our Chamber will promote through email and social networks.

## Office Resources

Our membership has access to our full-color printer, scanner, copier, fax machine, and laminator. Have confidential documents you need printed or scanned? Come on in. Otherwise, feel free to email [Phil@AmesburyChamber.com](mailto:Phil@AmesburyChamber.com) with your needs!

## Join a Committee

The Chamber has a number of committees in place to help promote and sustain economic vitality in our community. This is your opportunity to get you and your staff involved and help shape our future. Committees are also a great place to network with fellow Chamber members with common interests. We have seasonal committees to plan and support events like our Golf Tournaments, or screen and select scholarship recipients. Additionally, we have standing committees who meet monthly all year long to support tourism, economic development, membership, and other important areas. To get involved contact our staff at [Phil@AmesburyChamber.com](mailto:Phil@AmesburyChamber.com) or call 978-388-3178.



# GIFT CARD PROGRAM

## BUSINESS SIGN UP FORM

The Amesbury Chamber of Commerce operates a gift card program that encourages consumer activity in the Amesbury-area. These cards are popular gifts, and demonstrates one's commitment to keeping their dollars local. Each year, thousands of dollars in cards are sold to consumers to use throughout Amesbury.

Participating businesses process these cards through our third-party website/app. Once signed up, you will be provided with your own unique username and password. When a patron seeks to redeem a card for purchase, you would simply login to either the website or app, enter your business's username and password, and then enter the card number and amount to be charged.

It's that easy.

Each month, the Amesbury Chamber of Commerce will send each participating business a check for all redemptions made the prior month. The only cost/fee charged to a business a flat 8% fee. For example, if a consumer makes a purchase for \$100.00, then the Amesbury Chamber will send your business a check for \$92.00. This single, flat 8% goes back to supporting the printing of cards, credit card processing costs on our end, and - most important - promoting participating businesses.

Members of the Amesbury Chamber of Commerce can sign-up to accept these cards by completing this form and returning it to the Chamber's office at 5 market Sq, Amesbury MA 01913.

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

By signing the below, I agree to participate in the Amesbury Chamber of Commerce gift card program and accept the associated fee.

_____ PRINTED NAME	_____ SIGNATURE	_____ DATE
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Questions? Please contact Phil DeCologero at [Phil@AmesburyChamber.com](mailto:Phil@AmesburyChamber.com) or 978-388-3178

# Billing

Your annual dues are what fund our Chamber, resources, space, and staff! We couldn't be here *without* you.

Membership is billed in advance of the anniversary of the date you joined the Chamber. Bills are printed and mailed approximately 15 days prior to the first of the month.

Outstanding balances do have enforceable consequences. Outlined below are the aging benchmarks and associated actions that will be taken;

## **30 days past due**

overdue statement

## **60 days past due**

overdue statement and  
removal from the online directory

## **80 days past due**

phone call to discuss payment status and make a plan

## **90 days past due**

overdue statement and  
participation in events and specials offered by the chamber will be discontinued  
until account is brought up to date

Your membership automatically renews unless you otherwise cancel it. If you pay late, the payment is backdated to address the overdue invoice. Your renewal date does not change from the day you initially started your chamber membership. The Chamber of Commerce also reserves the right to cancel your membership at any time for non-payment. If you receive your invoice for the year and do not intend to renew, please notify our office by phone or email.

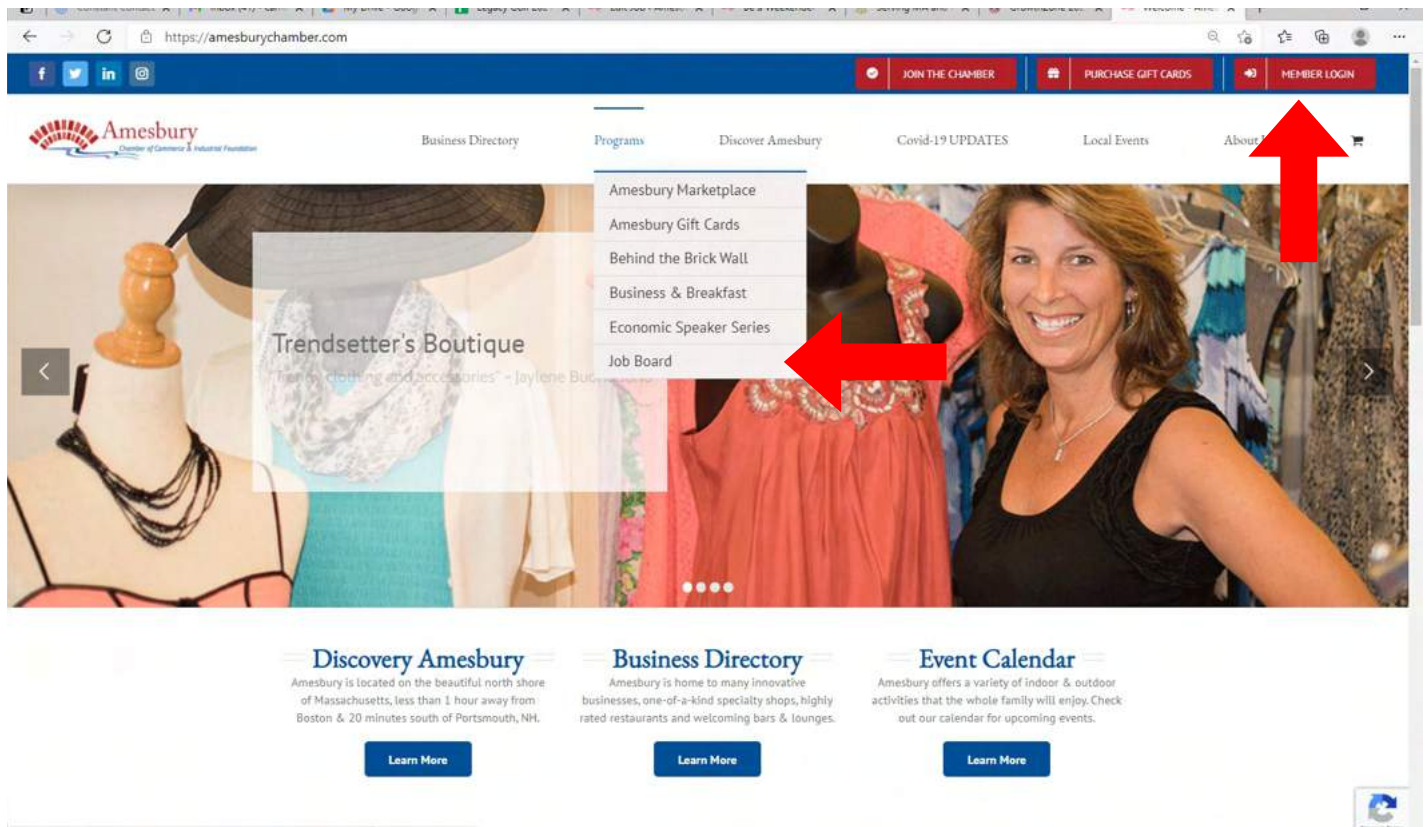
Follow the instructions for MemberHub to pay your bills online, store your credit card, and view your billing history. If you prefer to receive printed or email invoicing we can make that notation in your file and deliver invoices accordingly.

## **Code of Conduct**

The highest standards of ethical business conduct are expected of both Chamber employees and members in the performance of their professional responsibilities. Members are reminded that the staff of the Amesbury Chamber of Commerce are here to serve not just the individual member, but the broader membership. Questions about staff performance or conduct should be brought to the attention of the Chair of the Amesbury Chamber.

All primary contact persons for Chamber member businesses have been granted access to our MemberHub. Using your login credentials you can access your membership details, post events to our local events calendar, review account history and pay your invoices online. You can access the MemberHub from our homepage [amesburychamber.com](https://amesburychamber.com).

If you need us to grant online access to someone else from your organization in order to pay invoices or submit event postings for the online calendar simply let us know. We can designate their access for such purposes.



### Logging In

When you login for the first time you will need to click "Create an Account". Using your name and the email address we have on file the system will send you an activation link. The email we have on file is where you receive all of your Chamber emails. Follow the link from the activation email you receive and create your password. Your username will be your **firstname.lastname**, once you are logged in you can access a variety of tools.

If you forget your username you can contact us and we can provide it to you or change it. If you forget your password in the future you can use the reset password feature or contact us to reset it for you.



Amesbury Chamber of Commerce Create Account

Create an Account

First Name

Last Name

Email

[Back to Login](#)

# MemberHub Login Instructions Cont.

## My Info

If you have relocated or have a new email or phone you can update those details under **Contact Info**. These fields are directly linked to our online directory, one of the most visited pages of our website. Often, this is the same information we rely on for billing and communications. It's important for your contact information to be up to date. Please be sure to update this when something changes.

This is also where you will find your **Billing**. You can see your previous bills, outstanding bills, next bill dates, and store your credit card information or bank information for future payments. You cannot currently indicate if you prefer email or print billing through the MemberHub but we've requested that it be added. We do have the ability to set that preference for you in the back end. Just email us to let us know and we can stop printing your invoices if that's your preference. You'll get them by email instead.

## My Directory Listing (s)

Depending on the level of your membership you have access to different features in this tab. If you have access to an "enhanced" directory listing this is where you can write your company profile, add pictures, etc. View your changes immediately by visiting our **Business Directory** under the Business Here tab of [amesburychamber.com](http://amesburychamber.com).

## My Subscriptions

We are not currently using this feature. This will provide us with the opportunity to email members per 'subscriptions', for example by committees or interest groups.

## Events

This is where you will **REGISTER** (and pay) or **submit** your events for our **Local Events Calendar**.

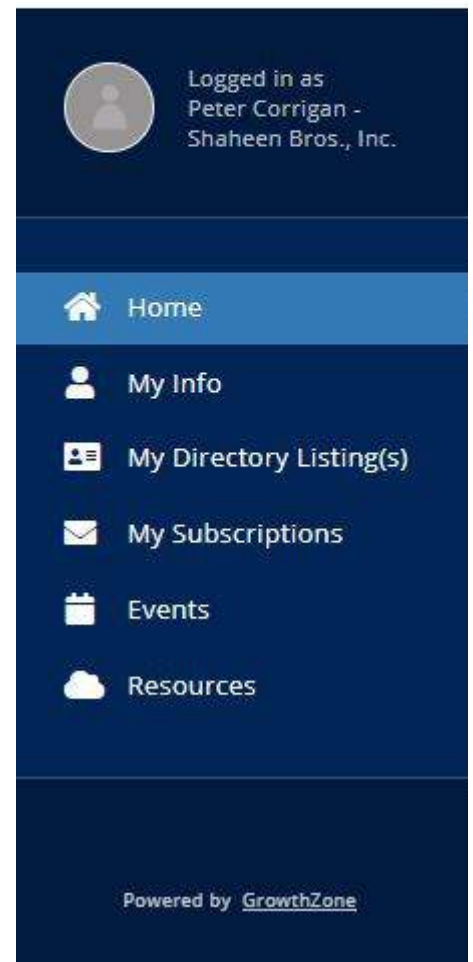
When you visit the **Local Events** Calendar at [amesburychamber.com](http://amesburychamber.com) to register for an event, as a member you will be prompted to login and brought to this page.

To **submit events** click +Add New Event and complete the form. The new system will take your submission and seamlessly post to the public page of our website. No more copy and paste for us. That also means, less editing. Keeping that in mind, please proof read and edit knowing you are posting to the Chamber of Commerce website. Use proper grammar & punctuation. DO NOT USE ALL CAPS. All content should be written in the 3rd person, (i.e. ~~Join our staff for a fun evening~~ vs ~~Join the team at blank company for a fun evening~~), do not use I, we, me, us, our, etc. Remember all photos or flyers being uploaded have to be in a jpg format. When you enter the contact name and details for your event it should populate from the database. When complete select DONE.

To upload an image or flyer for your event you need to upload using the **Resources** tab, selecting **My Files**, and uploading your file. Please name the file accordingly so we can find it.

## Resources

This is where any files you upload (i.e. for the directory or shared use purposes) will live. We'll start storing things like company logos here. Feel free to add yours so we have it on file. This is also where any event submission files need to be uploaded and will stay in the system.



# Did you know the Amesbury Chamber prints and mails a quarterly newspaper?



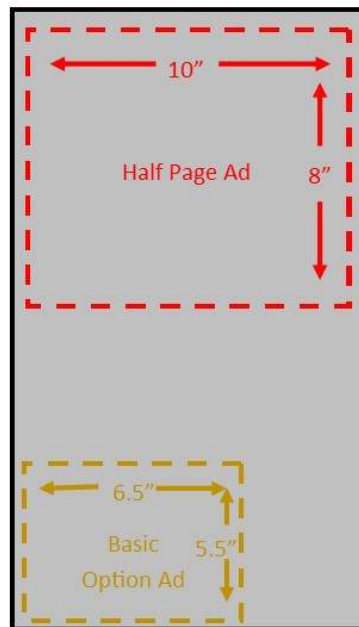
**SUMMARY:** The Amesbury Chamber of Commerce has organized a quarterly business update. This is a 16-page, full-color newspaper that is direct mailed to every address in Amesbury and Merrimac. This represents approximately 11,500 printed and mailed issues, with an additional 500 printed and distributed around Amesbury and Merrimac. This publication includes ribbon cuttings, event and business news, ads, and more. **Our members have the option to provide ads and/or articles!**

**DELUXE OPTION:** A half-page ad AND a half-page article. Half-pages are 10" wide by 8" tall. Articles can be up to 700 words. The Amesbury Chamber can work with you to edit your article on a topic of your choice (business news, promotion, education on a topic in your field, etc). Picture(s) can be included as long as they fit within the half-page space. **\$500.00**

**PREMIER OPTION:** A half-page ad OR a half-page article. Half-pages are 10" wide by 8" tall. The Amesbury Chamber can work with you to edit your article on a topic of your choice (business news, promotion, education on a topic in your field, etc). Articles can be up to 600 words. Picture(s) can be included as long as they fit within the half-page space. **\$300.00**

**BASIC OPTION:** 6.5" wide by 5.5" tall. **\$200.00**

**SHOUTOUTS:** Have good news about new staff, promotions, professional awards, etc? Submit up to 20 words to be included in the next issue. **Free**



The intention of this publication is to bring greater, positive attention to the Amesbury area business community, **specifically the business and non-profit membership of our Chamber**. If you would like to submit materials, please contact Phil DeCologero at [Phil@AmesburyChamber.com](mailto:Phil@AmesburyChamber.com)

The Amesbury Chamber of Commerce reserves the right to reject any ad or article which does not align with this mission of our organization or this publication, including any material that includes violence, nudity, political or racially insensitive activities, or any content that would generally be considered poor-taste.