



Lower Manhattan
**BUSINESS TO
BUSINESS
EXCHANGE**

OPPORTUNITY DOWNTOWN

*Supporting the Revitalization of the
Lower Manhattan Business Community*

The Lower Manhattan Development Corporation (LMDC), in partnership with the Alliance for Downtown New York and the Manhattan Chamber of Commerce, asks you to join us in a “*Opportunity Downtown: Business to Business Exchange*” scheduled for March 16, 2004. The purpose of this event is to identify and facilitate mutually beneficial procurement opportunities between Lower Manhattan’s diverse small business community and its large and medium sized corporations.

WHO: Corporate Procurement and/or Purchasing Executives

WHAT: Facilitating New Procurement Contracts Between Lower Manhattan Businesses

WHERE: PACE UNIVERSITY
One Pace Plaza

WHEN: Tuesday, March 16th, 2004

8:00 a.m.	Check-in and Breakfast
8:30 a.m. - 11:00 a.m.	Business to Business Exchange
11:00 a.m. - 1:00 p.m.	Procurement Programs for Small Businesses

HOW: Tables will be provided for each corporate participant to afford an opportunity to network, talk to businesses and identify mutually beneficial opportunities.

Corporate Participants should make available any relevant vendor lists, contract/ procurement materials, fact sheets and relevant contact information.

Any questions please call Jennifer Lump, LMDC Director of Business Relations at (212) 587-9716 or Chara Ann Tappin at (212) 587-9737.





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CORPORATE PARTICIPANT CONFIRMATION FORM

Please Fax RSVP to confirm your attendance and secure a corporate table by **Wednesday, March 3.**

Fax to the Attention of: Jennifer Lumpp, LMDC Director of Business Relations
Fax Number (212) 962-2431.

Corporate Representative _____
(Name and Title)

Name of Company: _____

Address: _____

Phone/Fax Number: _____ Number of Employees: _____

Email: _____ Website: _____

Primary contact for procurement inquiries: _____

Procurement URL (if applicable): _____

Would you or your procurement officer be willing to receive follow up communications from local small businesses?
 Yes No

What is the preferred method of contact?
 Mail E-mail Phone Fax

How can small businesses learn more about procurement opportunities with your company? _____

Goods and Services Procured:

(Please Check All That Apply)

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Advertising/PR Services | <input type="checkbox"/> Office Equipment & Supplies | <input type="checkbox"/> Real Estate Services | <input type="checkbox"/> Shipping Services |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Technical Consulting | <input type="checkbox"/> Payroll Services | <input type="checkbox"/> Accounting Services |
| <input type="checkbox"/> Web Design | <input type="checkbox"/> Financial Consulting | <input type="checkbox"/> Media & A/V Services | <input type="checkbox"/> Security Services |
| <input type="checkbox"/> Printing & Photocopying Services | <input type="checkbox"/> Marketing Consulting | <input type="checkbox"/> Database Management | <input type="checkbox"/> Financial Services |
| <input type="checkbox"/> Catering Services | <input type="checkbox"/> Business Consulting | <input type="checkbox"/> Messenger Services | <input type="checkbox"/> Archival Services |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Legal Services | <input type="checkbox"/> Staffing Services | <input type="checkbox"/> Other _____ |
| | | <input type="checkbox"/> Mail House Services | _____ |

If your company currently sponsors or participates in any programs on behalf of helping revitalize Lower Manhattan in the wake of September 11th, please let us know so we may acknowledge and honor your company's efforts in our introductory program.

A timely response will enable us to include our corporate partners in event promotion and press materials. Please contact, Jennifer Lumpp, Director of Business Relations, at (212) 587-9716 to discuss any questions you may have.

