



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, the Manhattan Chamber of Commerce, and the New York City Department of Small Business Services 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. Information sessions for small businesses will be held on topics relating to existing grants and technical assistance programs, and other areas of interest to the small business community.

WHO: Small Businesses located south of Houston Street interested in procurement opportunities with large and medium size businesses

WHAT: Facilitating procurement opportunities between Lower Manhattan businesses and participating in small business information sessions

WHERE: PACE UNIVERSITY
One Pace Plaza

WHEN: Tuesday, March 16, 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.	Small Business Information Sessions

Since space for this event is limited, it is important that you rsvp as early as possible. If you have any questions, please feel free to call Jennifer Brown, Assistant Vice President, Government Relations & Community Affairs at 212-587-9738 or Chara Ann Tappin, Community Liaison, Government Relations & Community Affairs at 212-587-9737.





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SMALL BUSINESS PARTICIPANT CONFIRMATION FORM

Please Fax RSVP to confirm your attendance by **Wednesday, March 10.**

If you are interested in attending this event, please fill out the information below and fax it to the attention of **Chara Ann Tappin, Community Liaison, Fax: 212-962-2431.**

First, let us thank you for your continued commitment to Lower Manhattan. With civic organizations, residents and business owners working together we show the world our resolve to bringing Lower Manhattan back stronger than ever. To that aim, the Lower Manhattan Development Corporation (LMDC), in partnership with the Alliance for Downtown New York, the Manhattan Chamber of Commerce, and the New York City Department of Small Business Services asks you to join us in a *“Opportunity Downtown: Business to Business Exchange”* scheduled for March 16, 2004.

Business Representative _____
(Name and Title)

Name of Company: _____

Address: _____

Phone/Fax Number: _____ Number of Employees: _____

Email: _____ Website: _____

What is the preferred method of contact?

- Mail
- E-mail
- Phone
- Fax

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 | _____ |

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