



Kansas Association for Public Purchasing Professionals

REVERSE VENDOR FAIR

Date/Time: May 15, 2019 * 9:00 am – 2:00 pm

Location: Capitol Plaza Hotel Manor Conference Center
17th and Western
Topeka, KS

Cost: **FREE! FREE! FREE!**

Your entity is cordially invited to participate in the KAPPP Chapter of the National Institute of Governmental Purchasing's Reverse Vendor Fair on Wednesday, May 15, 2019. This is a great opportunity for you to expand your vendor base, discover new businesses and products, and make other agency/entity contacts! We ask that you contact representatives from area firms and businesses that you do business with or are interested in doing business with public entities. It's anticipated that companies small to large offering a wide variety of commodities and services will be attending seeking information and contacts.

This is a great opportunity for you and your agency, and it is provided ****FREE****! There is no cost to your agency. This event allows us to offer professional training and education scholarships for KAPPP members. A registration form has been provided to you as an attachment to this letter along with the letter and registration for any supplier you would like to invite.

You do not need to be a member of KAPPP or NIGP to participate...BUT...if you'd like to join, we would LOVE for you to do so! The educational and networking opportunities are amazing! If interested, please contact Linda Kelly at Linda.Kelly@ks.gov or go to the KAPPP store at www.kappp.org Both individual and organizational memberships are available.

Continental breakfast and buffet lunch will be provided for 2 persons per table without cost!

Vendors will be provided with: 1) access to the vendor fair 2) Informational workshops and 3) participant roster. Buffet lunch and complimentary refreshments are also provided to the suppliers. Please join us to share in this unique opportunity with your vendors!

If you would like more information, please contact Event Chair Janie Meeker at jmeeker@kumc.edu (preferred) or 913-588-1130.

DON'T MISS OUT REGISTER TODAY!

Chapter of



**PURCHASING AGENCY REGISTRATION
REVERSE VENDOR FAIR
May 15, 2019**

NO PARTICIPATION FEE FOR 2 ATTENDEES (\$10 FOR EACH ADDITIONAL)!!!

NEW! Wireless access will be available. Please feel free to have raffles, give away items, or sweet treats!

Registration deadline is Friday, May 3, 2019, at the close of business. But, don't wait too long...it's FREE!!

AGENCY NAME _____

AGENCY ADDRESS _____

<u>Attendee Name</u>	<u>Email</u>	<u>COST</u>
_____	_____	<u>FREE</u>
_____	_____	<u>FREE</u>
_____	_____	<u>\$10.00</u>

LOCATION: Capitol Plaza Hotel/Maner Conf. Center, 1717 SW Topeka Blvd Topeka, KS

Booth Space will consist of one 8' table with 2 chairs and table signage/name. Includes 2 deli buffet lunches, each additional lunch costs \$10.00 each. Please make checks payable to KAPPP. FEIN48-1107850 or by Visa or MasterCard at <http://kappp.org>

Booth set-up will begin at 8:00 AM. Our table needs to have access to an electric outlet: YES_____ NO_____

Email registration form to: Chuck Miller
charlesm@ksdot.org
Phone:785-296-1918



KAPPP REVERSE VENDOR FAIR

2019 AGENDA

MAY 15, 2019 9:00AM – 2:00PM

8:00AM	BOOTH SET UP KANSAS AGENCIES	SHAWNEE ROOM
8:30AM	VENDOR REGISTRATION	ENTRANCE HALLWAY
8:30AM	CONTINENTAL BREAKFAST	SUNFLOWER ROOM
9:00AM	RVF OPENING REMARKS	SHAWNEE ROOM
10:30AM	WORKSHOPS	SUNFLOWER ROOM
11:30AM	LUNCH – ALL BOOTHS CLOSED	SUNFLOWER ROOM
1:00PM	RVF REOPENS	SHAWNEE ROOM
2:00PM	RVF CLOSES – END OF EVENT	