

Frequently Asked Questions

**2009 City Purchasing
Reverse Vendor Trade Show
Seattle Center- Fisher Pavilion
Tuesday, July 28, 2009
9:00 AM to 1:00 PM**

- 1. How do I register?** Click to this link [Reverse Vendor Trade Show Web Registration](#)
 - a. Click Register
 - b. Provide your email address and provided security check code. Click Next.
 - c. Provide your contact information and commodity focus. Click Next.
 - d. Finally click on Submit to confirm your Registration.
 - e. An email registration confirmation will automatically be sent to your email address.

NOTE: Registration helps us plan- it is not mandatory. It does not add your name into any marketing or mailing lists.
- 2. Do I need to register? Is there a deadline to register?** No. It just helps us plan the event. You may register between now and the day of the event.
- 3. Is this event free?** Yes. This is a free event.
- 4. Who is hosting this event?** The City of Seattle Purchasing Division. Our co-sponsors include Seattle Center and Tabor 100, and we have other organizations supporting this event as well.
- 5. What is a Reverse Trade Show?** It is just like the Regional Contracting Forum. The City Departments sit in tables. Companies drop in during the day, circulate and roam to each table.
- 6. What is the purpose of this event?** This is to allow companies a chance to market directly to City representatives. You can meet City staff, ask about what each department buys, ask departments about upcoming bid opportunities, and market directly to City departments.
- 7. Who is invited?** We invite all vendors, contractors, and consultants.
- 8. Do I need a table?** No. Companies will not have tables. Companies will drop in, visit each tables, and circulate among the tables.
- 9. Who will be at the department tables?** At least 50 City of Seattle staff who will sit in the tables. Other tables include City of Bellevue, Sound Transit, King County, Tabor 100, African American Partners for Prosperity, Northwest Minority Supplier's Development Council, Contractor Development and Competitive Center, and various Chambers of Commerce.
- 10. Who is coming to the show?** Vendors, consultants and companies that want to sell to the City are all invited. A select group of City Department representatives will sit at the tables to meet you and answer questions.

- 11. How is this trade show hall set-up?** The various City Department representatives will be seated in their respective tables and ready to talk with vendors that circulate past their table.
- 12. Is there a formal program scheduled for this event?** No. This will simply be a networking event.
- 13. What do I bring to this event?** Bring your business cards. You can bring your company brochures to hand out, if applicable a copy of your contract if you want to market it to City departments.
- 14. How do I get a copy of my contract?** Call City Purchasing at 206-684-0444 to get connected with the City Buyer in charge of your commodity or check our website at <http://www2.cityofseattle.net/purchasing/vendorcontracts/default.asp>
- 15. Is this for minority vendors only?** No. This event is for everyone including minority vendors.
- 16. Do I need to be a Tabor 100 member to register?** No. This event is open to all vendors, consultants, and contractors.
- 17. Can I drop in without registering?** Yes. You may drop in between 9:00am-1:00pm .
- 18. Where do I park?** Street meter parking or First Avenue North Garage parking –Lot 3 directly south of the KeyArena.
- 19. What are the driving directions?** 305 Harrison St , Seattle WA 98109
<http://www.mapquest.com/maps?2c=Seattle&2s=WA&2a=305+Harrison+St&2z=98109-4623&2y=US&2l=47.621998&2g=-122.348447>
- 20. What is the best way to submit questions not listed on this sheet?** Email at dea.vendortradeshows@seattle.gov or call Ginny Justiniano at 206-233-7158.