



**Minnesota Chapter Of  
National Institute of Governmental Procurement (NIGP)  
Reverse Vendor Fair  
Frequently Asked Questions (FAQ)**

**What Is A Reverse Vendor Fair?** Unlike a traditional vendor fair, the MN NIGP's Reverse Vendor Fair provides you, the vendor, the opportunity to meet with contracting and procurement staff from state, county, municipal, and regional government agencies. The representatives from the government agencies will be in the booths and you, the vendor, will be free to walk around and visit directly with those that solicit products and services for local government agencies.

**When Is The Event?** The 2019 Reverse Vendor Fair which will be held on **Tuesday, August 6, 2019** from **10:30 AM to 1:00 PM** at the [Eagan Community Center](#) located at 1501 Central Parkway, Eagan, MN 55121.

**How Do You Attend?** Advanced registration and payment is required for attendance. You can register online at [MN NIGP – Reverse Vendor Open House](#); register as a guest.

**How Much Does It Cost To Attend?**

- **Early Bird Registration: \$100.00** per **Vendor Entity**. Vendor must successfully complete online registration and payment in advance of July 15<sup>th</sup> to obtain early bird rate.
- **Standard Registration: \$150.00** per **Vendor Entity**. Vendor must successfully complete online registration between July 15<sup>th</sup> and August 1<sup>st</sup> to obtain the standard registration rate.
- **“At the Door” Registration: \$225.00** per **Vendor Entity**. Vendors that complete online registration after August 1<sup>st</sup> will be assessed the “*at the door*” rate of \$225.

**With My Registrations How Many Attendees Can I Bring?** The registration rate is for your entire Vendor Entity, so you may bring any number of employees that you feel would benefit from this event. We do ask that if you have more than one employee attending from your Vendor Entity that you make sure to provide their names. During the registration process you will be asked to list the names of those attending from your Vendor Entity; these names will be used to create name tags for the event and be incorporated into the check-in process.

**What Are The Topics For This Year's Breakout Sessions?** This year there will be presentations by Sourcewell and the MN Department of administration and Office of Equity in Procurement. The topics for this year are:

- **Navigating Cooperatives and How to do Business with Sourcewell**, presented by [Sourcewell](#) from 11:15 to 11:45 PM
- **TG/ED/VO, CERT, & DBE Certification, What's in it for Me?**, presented by the [MN Department of Administration, Office of Equity in Procurement](#) from 12:15 – 12:45 PM

**Register today and don't miss out on this unique and beneficial event!**