

2016 DIVERSITY BUSINESS MARKETPLACE VENDOR GUIDE



**April 28, 2016
7:00 AM – 3:00 PM
Knoxville Convention Center**



DIVERSITY BUSINESS MARKETPLACE 2016
“G.R.O.W. Tennessee Small Businesses”

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Event Overview

Welcome to the 2016 Diversity Business Marketplace! The Governor’s Office of Diversity Business Enterprise (Go-DBE) along with The University of Tennessee (UT) are excited to host a meaningful event that will encourage public and private sector businesses and entities to utilize diversity businesses in their procurement opportunities. The theme adopted for this year’s Diversity Business Marketplace is “G.R.O.W. Tennessee Small Businesses: Growth, Responsibility, Opportunities, & Well Connected.”

The 2016 Diversity Business Marketplace is the premier networking opportunity for minority, women, service-disabled veteran owned and small business enterprises looking to meet decision makers and procurement professionals of major corporations. While the Marketplace serves as a venue for “***On the Spot***” procurement opportunities and business workshops that educate and train diversity business enterprises, the networking opportunities and camaraderie make it a great vehicle to initiate new business contacts.

The Vendor Guide provides resourceful information regarding the 2016 Diversity Business Marketplace. Please pay special attention to the Important Dates and Deadline Summary page as these dates are crucial to the overall success of this event.

Contact Karen J. Binkley with The University of Tennessee with questions or for additional information regarding the Marketplace at kbinkley@utk.edu.

Please note that prior Edison registration and Go-DBE certification is required for businesses to participate in the “On the Spot” procurement opportunities at the Marketplace. Go-DBE will not be held responsible nor make exceptions for bids that are submitted after the bid deadline.

Please ensure that your Edison user name and password are current at the time of registration. For Edison assistance please contact the Edison helpdesk at 1-866-376-0104 or visit https://sso.edison.tn.gov/oaam_server/oaamLoginPage.jsp.



DIVERSITY BUSINESS MARKETPLACE 2016
“G.R.O.W. Tennessee Small Businesses”
Tentative Schedule of Events

Thursday, April 28, 2016	Note: ID badge required at all events
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MORNING SESSION

7:00 a.m. – 8:30 a.m.	Pre-Registration Check-In & Breakfast	Knoxville Convention Center
8:30 a.m. – 9:00 a.m.	Marketplace Welcome Remarks & Ribbon Cutting Ceremony	

DIVERSITY BUSINESS WORKSHOPS

9:15 a.m. – 10:00 a.m.	University of Tennessee: How to Contract with UT Training Room: 200-C	
10:15 a.m. – 11:00 a.m.	Edison Training: Updates & Changes Training Room: 200-C	
11:15 a.m. – 12:00 p.m.	State of Tennessee: How to Compete for Procurements Training Room: 200-C	
9:15 a.m. – 12:00 p.m.	Ask an Attorney: One-on-One Sessions with an Attorney Training Room: 200-D	Scheduled Appointment Required
9:15 a.m. – 1:30 p.m.	Cyber Café- Training Room: 200-E	
9:15 a.m. – 1:30 p.m.	“On the Spot” Procurement & Contract Opportunities Training Room: 200-E	

AFTERNOON SESSION

12:00 p.m. - 1:30 p.m.	Luncheon	Exhibit Hall
1:30 p.m. – 2:00 p.m.	Finalizing your Bid	Mike Perry Chief Procurement Officer, DGS
2:00 p.m. – 3:00 p.m.	“On-the-Spot” Awards Announcements	Exhibit Hall



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**DIVERSITY BUSINESS MARKETPLACE
VENDOR REGISTRATION FORM**

Vendor Name _____

Vendor Address _____

Representative(s) Name

Phone

Email

<u>Representative(s) Name</u>	<u>Phone</u>	<u>Email</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of luncheon ticket(s) to be purchased at \$25 each _____

Does your business accept purchase cards for payment? Yes No

Would your company like to schedule a 15 minute appointment to speak with an Attorney?

Yes No

What business topic or question would you like addressed during the Panel Discussion?

Luncheon tickets will be included in your registration packet and available at the pre-registration check-in booth on Thursday, April 28, 2016.

Please visit

<https://utconferences.outreach.utk.edu/ei/getdemo.ei?id=468&s=1C40REI61&bulk=y> to complete and submit the electronic registration form and payment for the Marketplace no later than April 15, 2016.



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Important Dates & Deadline Summary

February 1, 2016	Save-the-Date emailed
February 15, 2016	Vendor Registration Opened http://www.tn.gov/businessopp/events.html
April 15, 2016	Vendor Registration and Payment Deadline
April 28, 2016	2016 DIVERSITY BUSINESS MARKETPLACE

Knoxville Convention Center Directions & Map

DRIVING DIRECTIONS TO CONVENTION CENTER

Eastbound on I-40:

Take Exit 388 onto 441 South (Henley Street). The Convention Center is at the corner of Henley and Clinch Ave.

Westbound on I-40:

Take Exit 387. Turn right onto Western Ave. At the third traffic light turn right onto Henley Street. The Convention Center is at the corner of Henley Street and Clinch Ave.

Southbound on I-275:

At the I-275/I-40 interchange, bear right onto 441 South (Henley Street). The Convention Center is on the right at the corner of Henley Street and Clinch Ave.

Northbound (from airport):

Take 129 North. Take ramp I-40 East (Asheville) stay in the right lane to Exit 388 onto 441 South (Henley Street), drive to Henley Street. The Convention Center is on the right at the corner of Henley Street and Clinch Avenue.

KAT/Trolley-Phone (865) 215-7800

The Knoxville Area Transit provides free trolley service around downtown and local areas.



CONTACT INFO:
865-KCC-KNOX
865-522-5669



Mailing Address:

P.O. Box 2543
Knoxville
Tennessee
37901-2543

Facility Address:

701 Henley Street
Knoxville
Tennessee
37902

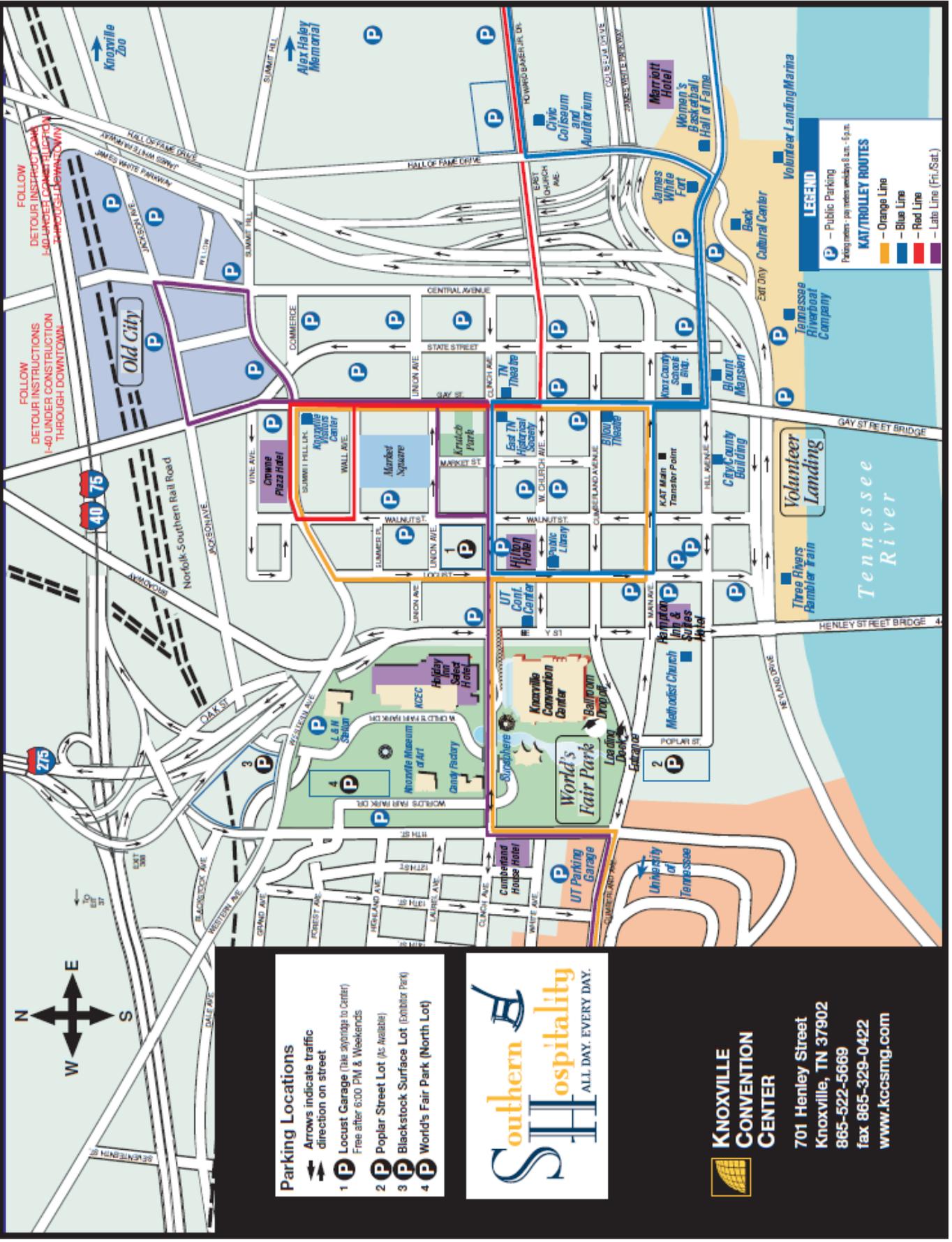
865-KCC-KNOX
(522-5669)

Fax: 865-329-0422

Facility information
and directions available
on website at:

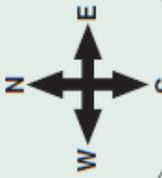
www.kccsmg.com





FOLLOW DETOUR INSTRUCTIONS 1-40 UNDER CONSTRUCTION THROUGH DOWNTOWN

FOLLOW DETOUR INSTRUCTIONS 1-40 UNDER CONSTRUCTION THROUGH DOWNTOWN



- Parking Locations**
- Arrows indicate traffic direction on street
 - 1 P** Locust Garage (Rate applies to Center) Free after 6:00 PM & Weekends
 - 2 P** Poplar Street Lot (As Available)
 - 3 P** Blackstock Surface Lot (Doubler Park)
 - 4 P** World's Fair Park (North Lot)

Southern Hospitality
 ALL DAY. EVERY DAY.

KNOXVILLE CONVENTION CENTER

701 Henley Street
 Knoxville, TN 37902
 865-522-5669
 fax 865-329-0422
www.kccsmg.com

LEGEND

- Public Parking
- Parking meters - pay meters weekdays 8 a.m. - 6 p.m.
- KAT/TROLLEY ROUTES**
- Orange Line
- Blue Line
- Red Line
- Late Line (Fri./Sat.)