



Dear Community Partners:

The City of Columbia's Office of Business Opportunities is hosting its 13th Annual Small Business Week Conference on Wednesday, May 6, 2026 at the Pastides Alumni Center from 9:00AM – 3:00PM. This year's theme is ***Shared Growth, Shared Future: Powered By Small Businesses***, where we will celebrate our local small businesses and provide informative sessions to assist with resources for growth and sustainability. Also, in keeping with the purpose of National Small Business Week, we would like to not only recognize our community resource partners but make sure we connect them to our small businesses.

We would like to know if your agency could participate as a community resource vendor during the conference. Your participation is crucial in making sure this event is a success and **there is no charge for your attendance.** If you are available to participate, please complete this form and return to me via email at Kalenna.Ginyard@columbiasc.gov by Monday, April 6th. This completed form will help us account for our community partners participation and will be added to the conference booklet for participants who would like to contact you individually. Additionally, please provide your agency logo to be included in our conference booklet and other event materials (high resolution JPEG/JPG format preferred). If you cannot participate, still complete the form and check "NO" if you are unable to participate.

Due to limited vendor spacing, please submit your information as soon as possible if you would like to participate as a community resource vendor.

If you have any questions, feel free to contact me at (803)545-3960 or send an email to Kalenna.Ginyard@columbiasc.gov. Thank you for your support of our small business community!

Sincerely,

City of Columbia's Office of Business Opportunities

Company/Agency/Department Name

Company/Agency/Department Address

Company/Agency/Department Website

Are you participating as a vendor in the City of Columbia's 13th Annual Small Business Week Conference? Yes No

Number of Company/Agency/Department Representatives Attending

Names of representatives and their email addresses

****Representatives will receive their individual ticket to the conference via email from Eventbrite.****

Point of Contact name, email address, and phone number

Please submit your completed vendor form along with your agency/company high-resolution JPEG/JPG formatted logo by Monday, April 6, 2026. If you have any

questions regarding your participation as a community resource vendor, feel free to contact Kalenna Ginyard, OBO Program Compliance Specialist, at (803)545-3960 or send an email to Kalenna.Ginyard@columbiasc.gov.