



Kansas City Small Business Networking Event

REGISTRATION FORM

7:30 a.m. – 9 a.m. monthly, doors open at 7:15 a.m.
The Kauffman Conference Center • 4801 Rockhill Road • Kansas City, MO 64110

The **registration fee is \$18.00 per person** and is **due by noon on the Thursday preceding the meeting**. NO registrations will be accepted after noon on the preceding Thursday.** Faxed reservations are accepted only if they contain COMPLETE information.

Registration constitutes a final commitment for the meeting and fees will not be reimbursed or applied to a future registration. If you are unable to attend, an alternate representative from your company/organization will be welcome. **NO registrations will be accepted by phone.**

Arrangements for individuals with special needs must be made in writing and faxed to 816-823-5104.

_____ **Check/Money order.** Made payable to the **Federal Executive Board**.
A copy of the check must be included with the faxed registration, and original check mailed to the FEB.
All returned checks will be subject to a \$30.00 service fee to be paid by money order or cashier check.

_____ **Charge my Credit Card:** Visa MasterCard

Credit Card Number: _____ **Expiration Date:** _____
Please print clearly. Credit cards will be processed approximately one week prior to the meeting.

Signature: _____

Card Holder's Phone Number: _____

Name of Attendees

Please print clearly or type your name as you wish it to appear on nametag.

Name: _____

Additional Attendees: _____

Is this the first time your organization is attending this event (check one): Yes _____ No _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ Email: _____ Website: _____

- Check here if you would like your business information publicly available on a government Web site as a registered attendee so that you may continue to network with your fellow attendees.
- Check here if you plan to attend the post-meeting seminar, if one is scheduled.

SEND CHECK AND COMPLETED REGISTRATION FORM(S) BY MAIL OR FAX TO:
FEDERAL EXECUTIVE BOARD

1500 E. Bannister Road, Ste. 1176 Kansas City, MO 64131

FAX: 816-823-5104 – Questions: 816-926-7203

Important: Please include your return address on the mailing envelope

IMPORTANT REMINDERS

- If pre-paying by check, fax a copy of the check and completed registration form and mail the originals immediately.
- **Those missing the registration deadline may attend as a walk-in. The fee is \$20.00 payable by Cash or Check ONLY – NO CREDIT CARDS will be accepted at the door.
- Please bring your business cards for the monthly drawing and for networking purposes.