



NEBRASKA ECONOMIC DEVELOPMENT ASSOCIATION
2025 ANNUAL NEDA CONFERENCE HOST CITY APPLICATION

Host City: _____

Conference Chairman (Must be Local Economic Developer): _____

Address: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____

2025 Proposed Dates for Annual Conference (March – June):

Lodging Properties included in the Bid: attach separate sheet(s) listing lodging property costs & amenities.

Bid Submitted by: _____

Date: _____

Requirements for bidding a NEDA Fall Conference are:

- Motel/hotel must have 80 or more sleeping rooms available at the same facility that will be hosting the conference.
- Motel/hotel must have conference rooms available for a general session, several break-out sessions and a separate room for meals.
- The motel/hotel must have audio visuals capabilities.
- The general session room as well as a room for meals need to accommodate 100-150 persons.
- The Host Community provides \$5,000 or more in sponsorships.
- All income for conference registrations, golf, entertainment, guest meals etc. and all payment for expenses will be done through the NEDA Executive Director's office. Should there be a need for funds prior to the conference, please contact the NEDA office at (531) 289-8329 or staff@neda1.org.

The NEDA Education Committee oversees scheduling the conference speakers/sessions and will work with the Host Community on all other areas pertaining to the conference. Contact should be made with Trevor Lee, NEDA President at trevor@growbuffalocounty.com or Kim Pair, NEDA Executive Director at (531) 289-8329 or staff@neda1.org by Host Community prior to bidding the conference to discuss conference procedures. NEDA will be responsible for taking registrations for the conference. A final financial accounting shall be made to the NEDA Board of Directors as quickly as possible after all bills have been paid for the conference.



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2024 ANNUAL NEDA CONFERENCE HOST CITY APPLICATION

Note:

- Only the economic developer for the community that is a member of NEDA, may submit the bid.
- Please complete all questions.
- Please submit a detailed letter of commitment from sponsorship contributors to meet \$2,500 of a \$5,000 minimum with the application.
- Please submit the bid form and additional supporting materials, if appropriate.
- Bids will be presented to the NEDA Board of Directors Meeting in Norfolk, on June 12, 2023.
- Bidders will be notified as to specific times for presentations to the board.
- Bids are due [May 10, 2024](#).
- Please contact the NEDA Executive Director, if you have any questions.

Please return bid form and supporting materials to:

Email: staff@neda1.org

OR

Nebraska Economic Developers
Association 521 First Street
PO Box 10
Milford, NE 68405
(531) 289-8329
Fax: (402) 761-2224