



NEBRASKA ECONOMIC DEVELOPMENT ASSOCIATION  
2025 ANNUAL NEDA CONFERENCE HOST CITY APPLICATION

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**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 Conference are:**

- Motel/hotel must have 80-100 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 100-180 persons.
- The Host Community provides \$5,000-8,000 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](mailto: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 Kylie Schildt, NEDA Executive Director at (531) 289-8329 or [staff@neda1.org](mailto: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.



NEBRASKA ECONOMIC DEVELOPMENT ASSOCIATION  
2024 ANNUAL NEDA CONFERENCE HOST CITY APPLICATION

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**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 the \$5,000 minimum with the application.
- Please submit the bid form and additional supporting materials, if appropriate.
- Bids will be reviewed and awarded at the NEDA Board of Directors Meeting at the 2024 conference.
- Bidders will be notified as to specific times for presentations to the board.
- Bids are due no later than, June 10, 2024.
- Please contact NEDA, if you have any questions.

**Please return bid form and supporting materials to:**

Nebraska Economic Developers Association  
521 First Street  
PO Box 10  
Milford, NE 68405  
(531) 289-8329  
Fax: (402) 761-2224  
Email: [staff@neda1.org](mailto:staff@neda1.org)