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C O N F E R E N C E

2018 North Dakota Downtown Conference RFP

We are requesting proposals for a host city and organizer for Year 8 of the North Dakota Downtown Conference in 2018. It is the intention of the founders of the conference to put the event on a rotation throughout the state of North Dakota, similar to our Downtown neighbors in MN and MT. Please complete the letter of intent, support, and application below to the Downtown Business Association of Bismarck. Conference founders and a small group of past attendees will be asked to weigh in on the applications and a decision will be made shortly after the deadline. Thank you for your interest and support of our ND Downtown and Main Streets! Please submit the application and letters of intent and support by **January 15, 2018**.

Organization Information

Organization Name

Contact Email Address

Name of Person Completing Application

Title

Organization Type

Have you or those within your organization attended a past ND Downtown Conference?

Yes

No

Organization Street address

Phone Number (include area code)

Street address line 2

City

State

Zip code

North Dakota Downtown Conference Requirements

Would your group be able to provide adequate hotel rooms for all traveling attendees of the conference and presenters? If other accommodations would be provided, please note in "other" category.

Yes, we can provide sufficient hotel rooms

Other

Would your group be able to secure a sufficient space to hold the conference and accommodate attendees and audio visual equipment for presenters?

Yes

Other

Can your group secure a minimum of \$5,000 in cash-sponsorships for the ND Downtown Conference? Note- we feel that this minimum amount would work if coupled with in-kind support.

Yes, we could raise \$5,000 coupled with in-kind support

Yes, we could raise more than \$5,000

Other

Would your group be able to coordinate and organize a tour of your Downtown or Main Street showcasing a space(s), building(s), business(es), or initiative(s) that is relevant to the work ND Downtown stakeholders are doing in our region?

Yes

Other

Would you be able to organize and host a Conference Social as part of your proposed ND Downtown Conference program?

Yes

Other

Would your group be able to provide a session, keynote address, or other relevant portion of the conference free/open to the public or at a reduced cost to involve your community members?

Yes

Other

If your proposal is not chosen as host of the 2018 North Dakota Downtown Conference, would your group be interested in hosting in future years? Choose all that apply.

No, just 2018

2019

2020

2021

2022

Other

Conference Cost and Accommodations

Registration cost for the conference should not exceed \$150/person. Any amount below that is acceptable and we encourage you to make the conference as affordable as possible, while still covering expenses and staff time. Student rates, group discounts, or other pricing is at the discretion of the host group. It is also highly encouraged to secure a conference rate for accommodations. Generally it is encouraged to have the conference attendees remain overnight in the host city. The conference should not exceed 2 days however.

I understand and agree to the above requirements:

Letter of Intent and Letter of Support

To complete along with this application, please send no more than a one page **letter of intent** that your organization is applying and outline why you believe your community or group should be chosen as the 2018 Conference Host. Please also include no more than a one page **letter of support** from a community supporter, preferably from the municipality or government agency, convention and visitors bureau, development group, Downtown group or private sector supporter.

2018 North Dakota Downtown Conference Request for Proposal (RFP) Checklist:

Letter of Intent

Completed Application

Letter of support

Submittal Information

Thank you for submitting a proposal to be the host community and organizer of the 2018 North Dakota Downtown Conference. The Downtowners of Bismarck will be available to assist the host with any questions if chosen.

Please submit all materials for the RFP by **Thursday, January 15, 2018**. The letters of intent and support, and the application can be submitted separately as they are completed.

Submit Proposal by Email or

Mail to:

Kate Herzog

Downtowners Association

PO Box 521

Bismarck ND 58502

Email: kate@downtownbismarck.com