



# Host CDFA's 2010 Annual Summit

## CDFA's Annual Development Finance Summit – 2010 Host Proposal Guidelines

### Annual Summit Quick Facts

#### Upcoming and Past Summit Locations

##### 2009 Pittsburgh, PA

Omni William Penn Hotel

Host: Allegheny County Department of Economic Development

##### 2008 St. Louis, MO

Hyatt Regency Union Station

Host: St. Louis County Economic Council

##### 2007 Miami, FL

Miami Beach Resort & Spa

Host: City of Miami, Department of Economic Development

##### 2006 Austin, TX

Austin Hilton

Host: AngelouEconomics

##### 2005 Phoenix, AZ

Pointe Hilton Squaw Peak Resort

Hosts: Phoenix Industrial Development Authority  
City of Phoenix  
JPMorgan

### Contact Information

Toby Rittner, EDFP  
Executive Director  
216-920-3073  
trittner@cdfa.net  
www.cdfa.net

### History

The **Council of Development Finance Agencies** is a national association dedicated to the advancement of development finance concerns and interests. CDFA represents the nation's leading and most knowledgeable members of the development finance community from the public, private and non-profit sectors.

The Council was established in 1982 to strengthen the efforts of state and local development finance agencies using development bonds and other public-private finance programs for job creation and economic growth. CDFA has since expanded its mandate to reflect the **broader needs** of economic development finance professionals.

Today CDFA is a **leader** in the development finance industry, offering nationally acclaimed training courses, targeted grassroots legislative efforts, a comprehensive online resource database, and the **Annual Development Finance Summit** – the premier gathering of leaders and innovators in the profession.

### Annual Development Finance Summit Overview

CDFA's Annual Summit is a three-day event covering more than **20 different development finance topics**. Distinguished speakers share their knowledge and expertise with a wide variety of participants including public officials, bond issuers, economic developers, financial service providers and attorneys.

The Annual Summit **unites the public and private sectors**, offering numerous opportunities to share best practices and create new business connections. Because of the diverse and interactive nature of the Summit, participants from across the nation find their experience both rewarding and educational.

### Benefits of Hosting

CDFA's Annual Summit attracts **hundreds of participants** who contribute an estimated \$1 million to the host city's economy. Hosting the Annual Summit is an excellent opportunity to showcase your region's development finance resources and the activities of your organization.

Other benefits include:

- Promotion of host organization and city in all CDFA Annual Summit marketing materials
- Logo and website featured in CDFA's e-newsletter and online
- Ability to assist CDFA in determining workshop topics, program content and community tours
- Speaking opportunities throughout the Annual Summit
- Representation in the Annual Summit program book
- Visibility at the Annual Summit through exhibits and signs
- Opportunity to attract 400+ development finance professionals to your community
- Cost savings in travel and registration fees
- Recognition as 2010 Annual Summit Host at CDFA events leading up to the 2010 Annual Summit



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#### Preferred Dates for 2010

April 19-22, 26-29

May 3-6, 10-13

#### Timeline

**June 2, 2008**

Deadline to submit host proposals

**June-August 2008**

CDFA will process proposals, examine hotel options, make necessary site visits and negotiate host commitment

**September 1, 2008**

Host commitment letter signed and returned to CDFA with host sponsorship payment

**October 1, 2008**

Location announced

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*To be considered as a host for the 2010 Annual Summit, please submit a proposal via e-mail in letter format outlining your response to the following:*

#### Criteria for Host Organization

The host(s) of the Annual Summit must be a member of CDFA in good standing. The host will have the ability to secure the requested sponsorship, execute the host agreement and support CDFA during the Annual Summit. Experience with similar events is preferred but not required.

#### Securing Hotel/Event Space

The host must have the ability to assist in securing the Summit hotel/site. Please suggest appropriate locations within your city that are suitable for the Annual Summit and other opportunities that may be of interest to CDFA organizers.

#### Host Funding Commitment

Host agrees to provide an executed Letter of Commitment in the amount of \$20,000 upon receipt of the site award, payable within 30 days of the announcement.

#### Sponsor Underwriting Commitment

As part of the host's Letter of Commitment, the host will agree to secure an additional \$75,000 in sponsorship funding for the 2010 Annual Summit. The host must agree to recruit prospective sponsors at the various sponsor levels determined by CDFA. CDFA has a full sponsorship staff that will assist with this strategy.

#### CDFA Site Visit

Host organization agrees to assist CDFA with site visit, if required, to select hotel and finalize host commitment details.

#### Coordination Team and Volunteer Staff

Specify the persons who will serve on the pre-Summit coordination team for the full year leading up to the event. CDFA prefers a single source of contact with the host.

#### Special Requirements

Outline any special requirements that CDFA should consider in order for your organization to make a full commitment as the host.