



## GLOSSARY:

**Application:** The Meet in Missouri Application is also referred to as the Major Convention Plan. See the application instructions for additional information.

**Applicant Event Budget:** This is Exhibit I for the application and doubles as the Final Summary Report. See the budget instructions for additional information.

**Attestation:** A formal statement (on letterhead) declaring that information provided is true and accurate.

**Certificate of Approval:** This letter is mailed to the commission/DMO stating that the Meet in Missouri Application was approved by the DED Director. The approval will be contingent on appropriation of funds, so it can be issued and never carried out.

**Commission/DMO:** An official DMO for a Missouri county, as designated by the Missouri Division of Tourism. See DMO Guidelines at [Industry.VisitMO.com](http://Industry.VisitMO.com) for additional information. Also referred to as the Applicant.

**Completed Date:** This is the date in which the Meet in Missouri Application is received and completed. That date then determines the order that funds will be appropriated to all eligible applications.

**Denial Letter:** This letter is mailed to the commission/DMO stating that the Meet in Missouri Application was not approved by the DED Director. The denial will state the reason(s) that the application was not approved.

**Destination Marketing Association International (DMAI) Event Impact Calculator:** This calculator will be used to determine all tax revenue attributed to the major convention. The DMAI calculator is considered the industry standard.

**Director:** As defined in HB1698 - The director of the MO Department of Economic Development (or his or her designee).

**Eligible Commission:** As defined in HB1698 - Any regional convention and visitors commission created under section 67.601; anybody designated by the division of tourism official destination marketing organization for a Missouri county which is designated as the single representative organization for the county to solicit and service tourism.

**Eligible Major Convention Event Cost:** As defined in HB1698 - All operational costs of the venue of a major convention event including, but not limited to costs related to the following: security, venue utilities, cleaning, production of the event, installation and dismantling, facility rental charges, personnel, construction to prepare the venue, and other temporary facility construction.

**Final Summary Report:** Within 180 days of the conclusion of the conference, the commission/DMO is required to provide this written report (with documentation) to detail the costs incurred and the attendance figures. The Applicant Event Budget may be used if completed. See the Meet in Missouri Guidelines (Reporting Requirements) for additional information.

**Fund:** As defined in HB1698 - The Major Economic Convention Event in Missouri Fund established in this section.

**Grant:** As defined in HB1698 - An amount of money equal to the total amount of eligible major convention event costs listed in an approved major convention plan to be disbursed at the requested date from the fund to an eligible commission by the state treasurer at the direction of the director which shall not exceed the amount of estimated total sales taxes to be received by the state generated by sleeping rooms paid by guests of hotels and motels reasonably believed to be occupied due to the major convention event.

**Major Convention Event:** As defined in HB1698 – Any convention if more than fifty percent of the attendees travel to the convention from outside of Missouri and require overnight accommodations.

**Major Convention Plan:** As defined in HB1698 - A written plan for the administration of a major convention event, containing such information as shall be requested by the director to establish that the event covered by the application is a major convention event including, but not limited to, the start and end dates of the major convention event, an identification of the organization planning the event, the location of the event, projected total and out-of-state attendance, projected contracted and actual hotel room nights, projected costs and revenues anticipated to be received by the eligible commission in connection with the event, the eligible major convention event costs, and evidence of satisfaction of the conditions of subsection 5 of this section.

**Major Economic Convention Event in Missouri Fund:** As defined in HB1698 - Consists of moneys appropriated from the general revenue fund as prescribed in subsection 6 of this section and any gifts, contributions, grants, or bequests received from federal, private, or other sources. The state treasurer shall be custodian of the fund.

**Meet in Missouri Act:** House Bill No. 1698 – To amend chapter 620, RSMo, by adding thereto one new section relating to incentives to attract major out-of-state conventions to Missouri.

**Positive Net Fiscal Impact To General Revenues:** This amount is calculated with the Destination Marketing Association International Event Impact Calculator and is determined by any and all taxes attributable to the major convention event that impacts Missouri's general revenue. A projected amount is used to determine the grant approval and an actual amount is used in final reporting.

**Received Date:** This is the date in which the Meet in Missouri Application is received by DED – that date then determines the Completed Date.

**Regional Convention and Visitors Commission:** Created under section 67.601 – this only applies only to St. Louis City.

**Releasing of Funds Letter:** This is a letter mailed to the commission/DMO stating that the Meet in Missouri Funds may be released from the separate, segregated account. This letter will be sent after the Final Summary Report (and all required documentation) has been received, reviewed and approved by DED.