



SMALL URBAN NETWORK (SUN)  
CONFERENCE 2023  
AUGUST 9-11

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**SPONSOR AND EXHIBITOR  
PROSPECTUS**



# SMALL URBAN NETWORK (SUN) CONFERENCE 2023

## **SPONSOR AND EXHIBITOR PROSPECTUS**

**CTAA's annual Small Urban Network (SUN) Conference – now heading into its ninth year – allows chief executives and leaders at small-urban transit agencies a chance to gather with their peers to network, share ideas and solutions and shape CTAA policy strategy impacting small urban systems in a collegial, retreat-like setting.**

Past SUN Conference attendees have noted they enjoy this event in particular due to its focused agenda and because nearly all its participants are their fellow transit managers and executives. After our past SUN Conferences in Denver, Asheville, Flagstaff, Athens, Missoula, and Manchester, this year in Gulfport continues our trend of bringing this event to small cities, where attendees can experience the examples and ideas of their peers in action.

# DETAILS

- **All sponsorships, table top exhibits and vehicle displays include two registrations and attendee list with their contact information, as well as visible support of the event noted on the SUN website, printed program and conference signage.**
- **Food and beverage sponsorships include branded event signage and cocktail napkins.**

**You've asked and we've delivered!** We are now offering many opportunities to showcase your products at SUN 2023.

## Table Top Exhibits

(6 AVAILABLE)

**\$4,000**

Display your products and services at one of the four table top exhibits during our two-hour Opening Reception. The exhibits will be set in the main reception area.

- Table top exhibits include one six foot table to be staffed during the entire reception.

## Vehicle Display

(5 AVAILABLE)

**\$6,000**

Showcase your vehicle at one of the four vehicle display spots.

- Each vehicle display will be provided one parking spot.
- Your company logo will be on signage in the vehicle display area.

## Presenting Sponsor

(1 AVAILABLE)

**\$15,000**

Opportunity for your company representative to speak for up to five minutes during the opening breakfast event. This full event sponsorship includes two additional conference registrations (on top of the two received with the sponsorship), your company logo on conference name badges and your company logo as the top sponsor on all event signage.

## General Event Sponsorship

(4 AVAILABLE)

**\$2,500**

- Along with the listed sponsorship details above, this opportunity includes your company logo on signage as an event sponsor across all platforms.

## WEDNESDAY SPONSORSHIPS

### Shrimp Boat Tour

(1 AVAILABLE)

\$7,000

Learn everything you ever wanted to know about catching, cooking, and eating this delicious southern delicacy – Mississippi Gulf Coast Style. This 70-minute Living Marine Adventure Cruise is navigated in the calm, protected waters between Deer Island and the Biloxi shoreline for your comfort. Upon leaving the harbor, the shrimping net is set out with full details of how and what makes the net spread and operate correctly. The net will catch any and all sea creatures in its path along with the shrimp. This tour is capped at 40 attendees who will be gifted a sponsored swag bag of tour related goodies.

- Branded gift bag given to each attendee
- Your company logo on the event signage
- Two tickets for the boat tour

### Opening Reception

(1 AVAILABLE)

\$6,000

This event will be held on an off-site on the beachfront of the beautiful Mississippi Gulf Coast.

- Your company will receive recognition as the food and beverage sponsor for the event.
- Opportunity for your company representative to welcome attendees to the conference and kick off the reception (up to two minutes).

## THURSDAY SPONSORSHIPS

### Workshop Sponsor

(1 AVAILABLE)

\$10,000

- This “create your own workshop” opportunity will offer attendees a real-life, current case-study of your product.
- This 75-minute workshop must include a current users providing their perspective.

### AM Break

(1 AVAILABLE)

\$3,500

- This 15-minute break sponsorship will include your company logo on napkins and coffee sleeves.

### Lunch

(1 AVAILABLE)

\$6,000

- Opportunity for your company representative to speak to the attendees (up to two minute) before attendees pick up their lunch.

### Closing Reception

(1 AVAILABLE)

\$6,000

The Closing Reception will be held at an off-site, popular attraction, the Mississippi Aquarium. This four hour “under the sea experience” will guide attendees through numerous aquatic adventures.

- Opportunity for your company representatives to address the attendees at the reception (up to two minutes)
- Your company logo on event signage.

## FRIDAY SPONSORSHIPS

### Roundtable Topic Sponsor

(4 AVAILABLE)

\$6,000

There will be a minimum of six roundtable topics where attendees will visit each table for up to 20 minutes over a three-hour time period. Sponsors choose one of the four below topics to sponsor on a first-come, first-serve basis:

- Emerging Technology
- HR Solutions
- Safety and Security
- Marketing
- Your company logo on the corresponding table
- Opportunity to have your company representative at the corresponding table

### To-Go Snack Sponsor

(1 AVAILABLE)

\$3,500

- Your company logo prominently displayed on the bags attendees will take with them when they depart the conference.
- Your company logo on the signage at the To-Go Snack location.



# EXHIBITOR & SPONSOR PARTICIPATION AGREEMENT

SUN CONFERENCE 2023 | August 9-11, 2023 | Gulfport, Mississippi

## CONTACT INFORMATION

Organization		
Address		
City	State	Zip
Submitted by		Title
Phone	Email	Website

## CONFERENCE SPONSORSHIP

**Table Top Exhibits**  
(6 available) \$4,000

**Vehicle Display**  
(5 available) \$6,000

**Presenting Sponsor**  
(1 available) \$15,000

**General Event Sponsorship**  
(4 available) \$2,500

### WEDNESDAY

**Shrimp Boat Tour**  
(1 available) \$7,000

**Opening Reception**  
(1 available) \$6,000

### THURSDAY

**Workshop Sponsor**  
(1 available) \$10,000

**AM Break**  
(1 available) \$3,500

**Lunch**  
(1 available) \$6,000

**Closing Reception**  
(1 available) \$6,000

### FRIDAY

**Roundtable Topic Sponsor**  
(4 available) \$6,000

**To-Go Snack Sponsor**  
(1 available) \$3,500

## TERMS AND CONDITIONS:

I have read the Terms and Conditions attached

I/We understand this is officially a contract when submitted to and accepted by CTAA. A 50% deposit is due with the contract (or a specific date). The balance must be paid in full by **July 12**. I/We understand if our payment in full is not received by **July 12**, our company may be removed from our current sponsorship and/or exhibit space. This will not release us from financial obligation.

## TOTAL SPONSORSHIP & SHOWCASE FEES

\$ \_\_\_\_\_

Signature	Date
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## PAYMENT INFORMATION

**Make Checks Payable to:** CTAA, 1341 G St NW Suite 210, Washington, DC 20005

### Credit Card Payments

Total Charges \$	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex
Credit Card #	Expiration Date	Security Code	
Cardholder's Name	Signature		
Card Billing Address			

# EXHIBITOR & SPONSOR SUN CONTRACT CONDITIONS, RULES & REGULATIONS

August 9-11, 2023 | Gulfport, Mississippi

The following terms and conditions shall apply to this agreement and are binding upon the parties hereto:

1. Vehicle space assignments will be made based on the terms in the exhibit sales kit and only upon receipt of 50% gross rental as a nonrefundable down payment. The balance of the gross space will become due upon receipt. No space assignments will be processed without receipt of the required down payment.
2. All table top exhibits will be identical in placement and visibility. They will not be assigned prior to the event.
3. Exhibitors are not permitted to assign, share, or sublet a booth or any part of the space allotted to them by this agreement. Nor shall they exhibit, or permit to be exhibited in their space, any merchandise or advertising materials that are not part of their company's regular product sold under the company listed on the reverse side of this contract.
4. Exhibits are to be kept intact until the official closing of the particular event in which they are showcasing. Breakdown prior to the close of the event may result in a monetary penalty or location penalty for the next year. It is also agreed that exhibit material not removed within an hour of the conclusion of the event will be declared abandoned and removed by show management at the exhibitor's expense and disposed of at the show manager's discretion.
5. Show management reserves the right to decline to permit an exhibitor to conduct and maintain an exhibit if: in the sole judgment of show management, said exhibitor, or proposed exhibit, shall in any respect be deemed unsuitable. This reservation relates to persons, conduct, articles of merchandise, printed matter, souvenirs, catalogs, and anything without limitation, which affects the character of the exhibit and, therefore, the show. The use of loudspeakers, recording equipment, television sets or radios, or the use of machinery which is of sufficient volume to annoy neighboring exhibitors will not be permitted.
6. Serving of food and beverages by exhibitors is prohibited by show management within the confines of the Courtyard Gulfport hotel during show hours which include move-in and breakdown without prior approval from show management.
7. Distribution of literature and souvenirs from booth to booth or in the aisles is forbidden. Exhibitors must confine their exhibit activities to their contracted booth space.
8. It is specifically declared that all exhibitors will confine their activities to conform to specifications set out for the event venue by the general agreements between CTAA and the event venue and the direction of the Fire Marshal's Office for the exhibits within the exhibit hall.
9. It is agreed that neither, CTAA, SMS, or the event venue, nor their respective officers, representatives, or employees are not responsible for any injury, loss, or damage that may occur to the exhibitors, employees, or property from any cause whatsoever, prior to, during, or subsequent to the period covered by the exhibit agreement and by the execution of this agreement exhibitor expressly releases and discharges and agrees to hold show management, their agents, employees and assigns harmless from and against all claims, demands, damages or losses of any kind or nature arising out of the activities encompassed by this agreement, including any negligent conduct of show management, its agents, employees and assigns.
10. Sponsorship and/or booth space cancellation or reduction must be made in writing. For cancellations or reductions received before **July 12**, the 50% deposit will be forfeited or, if not already paid, will be due and payable. For cancellations or reductions received on or after **July 12**, the total sponsorship and/or booth fee will be forfeited or, info not already paid, will be due and payable. Failure to make payment according to the terms above does not release liability for this contract. If payment in full is not received by **July 12**, sponsor and/or exhibitor may be removed from the floorplan. Once full payment is received, CTAA will place the sponsor and/or exhibitor in the best available exhibit space at that time. CTAA reserves the right to resell any canceled sponsorships or space without compensation to the original purchaser.

If CTAA is unable to legally convene due to ordinances put in place by local, state, and/or federal governments, sponsors and exhibitors will be given the option to utilize their paid sponsorship or booth fee towards a virtual sponsorship and/or booth (if applicable), receive a refund of the paid sponsorship and/or booth fee or transfer paid sponsorship and/or booth fee to the following year's event. Sponsors or exhibitors who decide to cancel their participation prior to an official event cancellation announcement from CTAA will do so in accordance with the normal cancellation schedule and will not be eligible for any additional refunds should CTAA be forced to cancel the event at a later date.
11. It is specifically agreed that show management has the right to alter or amend the terms and conditions of this agreement from time to time as the need arises provided show management gives adequate notice (10 days) to the exhibitor.
12. Failure to Hold Event/Force Majeure. Neither party shall be held responsible for delays or non-performance caused by activities or factors beyond its reasonable control, including without limitation, war, weather, pandemics, strikes, lockouts, fires, acts of God, terrorism, cancellation of the trade show, or any other activities or factors beyond its control that makes it inadvisable, impractical, or impossible to hold the event, whether similar or dissimilar to any of the foregoing. If the event is canceled through no malfeasance of sponsor and/or exhibitor, the sponsor and/or exhibitor shall be entitled to a refund of sponsor and/or booth fees paid. It shall not, however, be entitled to reimbursement for out-of-pocket expenses incurred in connection with the event. Should any contingency prevent holding of the event, this lease shall terminate, and the sponsor and/or exhibitor waives any claim for damages or compensation, and neither party shall have any further obligations against the other, except that CTAA shall refund to the sponsor and/or exhibitor the amounts paid under the Agreement, less a pro rata share of CTAA's actual expenses incurred in connection with said event. Said pro rata share of CTAA's actual expenses is to be determined on the basis of the number of square feet of floor space assigned to the exhibitor in relation to the number of square feet of floor space assigned to all other exhibitors at the trade show under similar contracts with CTAA.

**Exhibitors are to keep a clean line of vision with respect to other booths and are not permitted to block vision to neighboring exhibit spaces.**