CTAA’s annual Small Urban Network (SUN) Conference – now heading into its tenth 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 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, Manchester, and Gulfport, this year in Alexandria continues our trend of bringing this event to small cities, where attendees can experience the examples and ideas of their peers in action.

With the event capped at 85 attendees (not including sponsors and exhibitors), as a sponsor or exhibitor, your company gets exclusive access to this important audience. The numbers speak volumes:

**Job Title Demographics Percentage**

- Director 36%
- Executive 32%
- Manager 21%
- Coordinator 5%
- Other 6%

**CTAA SUN 2023 Attendees Stats**

Attendees Represented 28 States Plus Puerto Rico

```
```

**Attending Companies**

<table>
<thead>
<tr>
<th>Alexandria Transit Company (DASH)</th>
<th>HRDC/Streamline &amp; Galavan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athens-Clarke County Transit</td>
<td>International</td>
</tr>
<tr>
<td>Brookings Area Transit Authority</td>
<td>Transportation Learning Center</td>
</tr>
<tr>
<td>Cache Valley Transit District</td>
<td>Lake Havasu City Transit</td>
</tr>
<tr>
<td>Centre Area Transportation Authority (CATS)</td>
<td>Manchester Transit</td>
</tr>
<tr>
<td>City of Fayetteville – Transit (Fayetteville Area System of Transit)</td>
<td>METRA Transit System</td>
</tr>
<tr>
<td>CITY OF HATTIESBURG HUB CITY TRANSIT</td>
<td>Minot City Transit</td>
</tr>
<tr>
<td>City of Las Cruces/ RoadRUNNER Transit</td>
<td>Mississippi Department of Transportation</td>
</tr>
<tr>
<td>City of San Marcos, TX</td>
<td>Missoula Urban Transportation District</td>
</tr>
<tr>
<td>City of West Monroe</td>
<td>Mountain Line Transit Authority</td>
</tr>
<tr>
<td>City Utilities Transit</td>
<td></td>
</tr>
<tr>
<td>Concord Kannapolis Area Transit (Rider)</td>
<td></td>
</tr>
<tr>
<td>CyRide</td>
<td></td>
</tr>
<tr>
<td>DASH</td>
<td></td>
</tr>
<tr>
<td>Davidson County Transportation System</td>
<td></td>
</tr>
<tr>
<td>DOT/FTA</td>
<td></td>
</tr>
<tr>
<td>Federal Transit Administration</td>
<td></td>
</tr>
<tr>
<td>Forsyth County Public Transportation</td>
<td></td>
</tr>
<tr>
<td>Great Falls Transit District</td>
<td></td>
</tr>
<tr>
<td>Greater Bridgeport Transit GTA</td>
<td></td>
</tr>
<tr>
<td>Harford Transit LINK – Harford County Government</td>
<td></td>
</tr>
<tr>
<td>Harrisonburg Department of Public Transportation</td>
<td></td>
</tr>
<tr>
<td>Heart of Iowa Regional Transit Agency (HIRTA)</td>
<td></td>
</tr>
<tr>
<td>HRDC/Streamline &amp; Galavan</td>
<td></td>
</tr>
<tr>
<td>International Transportation Learning Center</td>
<td></td>
</tr>
<tr>
<td>Lake Havasu City Transit</td>
<td></td>
</tr>
<tr>
<td>Manchester Transit</td>
<td></td>
</tr>
<tr>
<td>METRA Transit System</td>
<td></td>
</tr>
<tr>
<td>Minot City Transit</td>
<td></td>
</tr>
<tr>
<td>Mississippi Department of Transportation</td>
<td></td>
</tr>
<tr>
<td>Missoula Urban Transportation District</td>
<td></td>
</tr>
<tr>
<td>Mountain Line Transit Authority</td>
<td></td>
</tr>
<tr>
<td>MS Department of Transportation</td>
<td></td>
</tr>
<tr>
<td>Municipality of Cayey</td>
<td></td>
</tr>
<tr>
<td>MUNICIPALITY OF JUNCOS</td>
<td></td>
</tr>
<tr>
<td>Office of Public Transportation</td>
<td></td>
</tr>
<tr>
<td>People’s Transit</td>
<td></td>
</tr>
<tr>
<td>Prairie Hills Transit</td>
<td></td>
</tr>
<tr>
<td>Rogue Valley</td>
<td></td>
</tr>
<tr>
<td>San Joaquin RTD</td>
<td></td>
</tr>
<tr>
<td>SporTran</td>
<td></td>
</tr>
<tr>
<td>The Bus Coalition</td>
<td></td>
</tr>
<tr>
<td>West River Transit Authority, Inc.</td>
<td></td>
</tr>
<tr>
<td>Whatcom Transportation Authority</td>
<td></td>
</tr>
<tr>
<td>Yuma County Intergovernmental Public Transportation</td>
<td></td>
</tr>
</tbody>
</table>

```
You’ve asked and we’ve delivered! We are now offering many opportunities to showcase your products at SUN 2024.

**Table Top Exhibits**
*(20 Available)*
$2,500
Display your products and services at one of the twenty tabletop exhibits during our two-hour Opening Reception. The exhibits will be set in the main reception area at the DASH Bus Garage.
- Table top exhibits include one six foot table to be staffed during the entire reception at the DASH Bus Garage.

**Vehicle Display**
*(6 Available)*
$4,000
Showcase your vehicle at one of the six vehicle display spots at the Opening Reception at the DASH Bus Garage.
- Each vehicle display will be provided one spot at the DASH Bus Garage.
- 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. This event sponsorship includes:
- One additional conference registrations (on top of the one received with the sponsorship).
- Your company logo on conference name badges.
- Your company logo as the top sponsor on all event signage.

**General Event Sponsorship**
*(4 Available)*
$2,500
The General Event Sponsorship includes your company logo on signage as an event sponsor across all platforms.
Wednesday Sponsorships

Ghost Tour Sponsor

$4,000

Sponsor a trip for attendees through downtown Alexandria’s most haunted hotspots! An uncompromising look at the city’s history, as well as tales of the very genuine hauntings witnessed by its citizens, from the indigenous peoples who lived here thousands of years ago through John Smith and the Revolutionary and Civil Wars. This walking tour is roughly 1 mile and will visit 8-12 prominent haunted hotspots (9pm – 10pm)!

Thursday Sponsorships

Workshop Sponsor

(1 Available)

$12,500

- This “create your own workshop” opportunity will offer attendees a real-life, current case-study of your product.
- This 60-minute workshop must include current users providing their perspective.

Closing Reception

(1 Available)

$7,500

The Closing Reception will be held on The Cherry Blossom, an authentic re-creation of a 19th Century Riverboat, as well as one of only 6 coast guard certified working sternwheelers in the country. Join us for an evening on the Potomac River while we sail past historic monuments and all that Washington D.C. and Alexandria, Va. have to offer! Opportunity for your company representatives to address the attendees at the reception (up to two minutes) and your company logo on event signage.

Breakfast Sponsor

(1 Available)

$5,000

Opportunity for your company representative to kick off the content sessions by speaking to the attendees (up to two minutes).

Lunch

(1 Available)

$5,000

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

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.

AM Break

(1 Available)

$3,500

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

Closing Reception Transportation

(1 Available)

$3,500

Create your own loop and showcase your vehicle as you provide a ride to the closing reception! Your company logo at the pick up and drop off points.
EXHIBITOR & SPONSOR PARTICIPATION AGREEMENT
SUN CONFERENCE 2024 | August 14-16, 2024 | The Alexandrian, Autograph Collection

Contact Information

Organizations
Address
City       State   Zip
Submitted by      Title
Phone     Email     Website

Conference Sponsorship

☐ Table Top Exhibit
(20 available) $2,500
☐ Vehicle Display
(6 available) $4,000
☐ Presenting Sponsor
(1 available) $15,000
☐ General Event Sponsorship
(4 available) $2,500
☐ Ghost Tour Sponsor
(1 available) $3,500

THURSDAY
☐ Workshop Sponsor
(1 available) $12,500
☐ Breakfast Sponsor
(1 available) $5,000
☐ AM Break
(1 available) $3,500
☐ Lunch
(1 available) $5,000
☐ To-Go Snack Sponsor
(1 available) $3,500
☐ Closing Reception
(1 available) $7,500
☐ Closing Reception Transportation
(1 available) $3,500

WEDNESDAY

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. The balance must be paid in full by July 12. I/We understand that the deposit is due and non-refundable regardless of participation if canceled before July 12 and the balance is due and non-refundable for cancellations after July 12. This will not release us from financial obligation.

Total Sponsorship & Exhibit Fees

$ __________

Signature          Date

Payment Information

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

Credit Card Payments
CTAA Member Number

Total Charges $ __________

☐ Visa ☐ MasterCard ☐ Amex

Credit Card # __________ Expiration Date __________

Cardholder’s Name __________ Signature __________

Card Billing Address __________
EXHIBITOR & SPONSOR
SUN CONTRACT CONDITIONS, RULES & REGULATIONS
August 14-16, 2024 | The Alexandrian, Autograph Collection

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

**Exhibitor & Sponsor**

1. All tabletop exhibits and vehicle space assignments will be made based on the terms in the Sponsor and Exhibitor Prospectus and only upon receipt of 50% gross rental as a non-refundable down payment. The balance will become due July 12, 2024. No space assignments will be processed without receipt of the required down payment.

2. All table top exhibits and vehicle space assignments will be identical in placement and visibility. They will not be assigned prior to the event.

3. Sponsorship and/or tabletop exhibit 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 tabletop exhibit fee will be forfeited or, if 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 for a sponsorship, the company may be removed from all sponsor lists until payment in full is received. In addition, items like napkins, coffee sleeves, etc., may not be ordered until payment is received and may not be delivered in time to fulfill the sponsorship. If payment in full is not received by July 12 for a tabletop exhibit, the exhibitor may be removed from all exhibitor lists and placements until payment in full is received. CTAA reserves the right to resell any canceled sponsorships or space without compensation to the original purchaser.

4. Distribution of literature and souvenirs from table to table or away from the exhibitor’s own tabletop is forbidden. Exhibitors must confine their activities to 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.

5. Sponsorship is non-transferable. If the sponsor or exhibitor waives any claim for damages or compensation, and neither party shall have any additional 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 tabletop exhibit space assigned to the exhibitor in relation to the number of square feet of tabletop exhibit space assigned to all other exhibitors at the Opening Reception under similar contracts with CTAA.

**Additional: For Exhibitors Only**

1. Exhibitors are not permitted to assign, share, or sublet the tabletop 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.

2. Exhibits are to be kept intact until the official closing of the Opening Reception. 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.

3. 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 Reception and CTAA. 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.

4. Serving of food and beverages by exhibitors is prohibited by show management within the confines of the DASH Bus Garage during show hours which include move-in and breakdown without prior approval from show management.

5. Distribution of literature and souvenirs from table to table or away from the exhibitor’s own tabletop is forbidden.

6. Exhibitors must pay for all merchandise, printed matter, souvenirs, catalogs, and anything without limitation, which affects the character of the proposed exhibit, shall in any respect be deemed unsuitable.

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