

# TRANSFORT

## CONFERENCE FARE POLICY

Updated 9/08/14

### Introduction and Purpose

Transfort offers bulk discount fares to organizers for conference attendees within Transfort’s service area. The purpose of this policy is to provide a transportation option for conference attendees, encourage transit use, and reduce the need for driving. This policy is in alignment with Transfort’s vision to be the “first choice for transportation in our greater community.” Tickets and passes are valid for all fixed-route bus routes, including MAX Bus Rapid Transit and FLEX regional service, and excluding late night Green and Gold routes.

### Type of Passes Offered

- Daily Pass –Customizable for Length of Conference

### Purchase Requirements and Discounts

<b>Ticket/Pass Type</b>	<b>Minimum Purchase Requirements</b>	<b>Discount</b>	
Daily Customizable Conference Pass (\$3 Per Day)	25	<u>25-50</u> 25%	<u>50+</u> 50%

### Billing Requirements

Via Invoice Only – No Front Counter Sales  
14 days advance notice required

### Fare Structure

A complete listing of Transfort’s fare structure can be viewed at [www.ridettransfort.com/fares-passes/fares-passes](http://www.ridettransfort.com/fares-passes/fares-passes) .

### Process for Purchasing Passes

Conference organizers must submit written requests containing the following information:

- Name, title, and conference role of person making the request
- Contact name, email address, phone number
- Name of the conference
- Location
- Conference topic
- Conference dates
- Type of passes desired
- Number of passes requested

Requests with this information are to be emailed or mailed to:

Melissa Brooks  
City of Fort Collins-Transfort  
250 N. Mason Street  
Fort Collins, CO 80521  
[mbrooks@fcgov.com](mailto:mbrooks@fcgov.com)

Once Transfort has received the request, we will respond with an invoice detailing the payment amount. Once the passes are printed, we will contact you for pass pick-up at the nearest transit center (see [www.ridettransfort.com/abouttransfort/hours-facilities](http://www.ridettransfort.com/abouttransfort/hours-facilities) for transit center locations).

### More Information

Melissa Brooks  
[mbrooks@fcgov.com](mailto:mbrooks@fcgov.com)  
970-224-6161  
[www.ridettransfort.com](http://www.ridettransfort.com)