



# Touch-A-Truck Basic Participant Application

June 9, 2018

U of R Ted Runner Stadium Parking Lot

For the benefit of the community service initiatives of the Redlands Rotary Club Foundation, the "Safety Around Water" program provided free of charge to elementary school students of the Redlands Unified School District by the YMCA of the East Valley, the other non-profit participants and partners, and the children of Redlands and the East Valley. The Redlands Rotary Club Foundation is a California-registered public non-profit.

**Please complete this form if your participation fits one of the following descriptions:**

**Exhibitor-** Any private, public or non-profit business or agency that has a presence at the event for disseminating information or handouts designed to improve the health and welfare or quality of life for children and families, and/or distributing gifts to the attendees. There is no charge for your participation. *However, if an Exhibitor wishes to make a direct solicitation for paid membership, accept donations, schedule appointments, or make sales at the event, they do not qualify as an Exhibitor and MUST become a sponsor at the "Tow Truck" level (\$200.00) or higher, or, if the Exhibitor is a non-profit, alternately, you may qualify to become a "Partner."*

**Concessionaire-** Any entity exchanging money for goods and services at the event who is not an otherwise qualified Sponsor or Partner. Contact organizers for conditions of participation and rates. Do not fill out this form if you have a Food Truck. *There is a different form specific to Food Trucks.*

**Partner-** Non-profit entity that solicits sponsors, donors, and attendees, and provides planning committee member(s) and event volunteers in exchange for sharing in certain proceeds from the event. See the separate "Partnering Agreement" for an outline of the conditions and for an application.

**Entertainer-** An individual or group of individuals who provides free entertainment (juggling, magic, COSPLAY, music, etc.) at the event. No charge to participate.

**Company/Organization Name** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Are you applying to be an Exhibitor** \_\_\_\_\_ **a Concessionaire** \_\_\_\_\_ **a Partner** \_\_\_\_\_ **?**

**Please tell us a little bit about what you plan to do, talk about, demonstrate, or distribute:**

\_\_\_\_\_  
\_\_\_\_\_

**Please list the names of the people from your organization who will be staffing this event (No convicted felons):**

**Name** \_\_\_\_\_ **Cell Phone No.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Please share any additional facts or needs you have about your this event, or any special provisions or accommodations you might need at the event (water, power, space, etc.) We will do our best to accommodate your request:**

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**Statement of Policies and Responsibilities for Exhibitors**

1. Please be punctual at all times including set up (7:30-8:30 AM), take down (2:00 PM), shift relief, etc.
2. Please participate fully in the Touch-A-Truck Event. This includes interacting with attendees, remaining at the event until closing and keeping a responsible adult employee (or person in a position of authority) near your exhibit at all times.
3. Note that there will likely not be shade or cover in your assigned exhibition area. Bring your own canopy, display table, and chairs. Electrical hookups are VERY limited and will be apportioned to the first registered exhibitors until gone. We suggest you plan to participate without hookups if at all possible. Generators are permitted with prior approval.
4. Please refrain from flashing lights or making loud, disturbing noises during our “No Noise Ninety Minutes” from 9:00 AM to 10:30 AM to accommodate our visitors for whom such things may be upsetting.
5. Please strive to be courteous to all associated with this event, whether staff, volunteer, other exhibitors or attendees.
6. Please make an effort to keep your area neat and free of garbage. Exhibitors are responsible for keeping their site in the same condition as when they arrived.
7. Please be modest in language and attire. Remember that this is a family event and there will be many children in attendance. Please identify your staff through a uniform if your organization has one.
8. Ensure that your organization's contact person is available to the TAT staff at all times, whether in person or by phone.
9. GIVEAWAYS ARE WELCOMED AND ENCOURAGED.
10. No pets are allowed. Licensed service animals only.
11. No alcohol or other intoxicants, nor the use of tobacco products are permitted during the event.
12. Any incidents or accidents during the event need to be handled by a Touch-A-Truck staff member, University of Redlands Security, or emergency services personnel. If any issues arise, locate a Touch-A-Truck staff member, Paramedic, or a Peace Officer immediately.
13. By your participation, you warrant that your business, organization, and/or you as an individual possess comprehensive liability insurance as required by state and local statute. You may be required to provide a Certificate of Insurance that lists the University, its Officers, Employees, and Trustees as additional insured on a primary and non-contributory basis in the amount of \$1,000,000.00 each occurrence and \$2,000,000.00 in the aggregate. You also agree to hold harmless Rotary Club of Redlands, the Redlands Rotary Club Foundation, the University of Redlands, it's employees, members, staff and/or volunteers harmless for any loss or injury which may occur.
14. Rotary Club of Redlands and/or the University of Redlands may prohibit or terminate any exhibit, demonstration, or activity which creates any condition deemed unsafe for the participants, property, and/or volunteers **OR** do not conform to the needs, purpose, and/or goals of the Rotary Club of Redlands Touch-A-Truck event.

**As an authorized representative of the above organization or entity, I agree to abide by all of the above terms, conditions, and requirements for participation in the Touch-A-Truck Event.**

SIGNATURE \_\_\_\_\_

DATED \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

Please fax this completed registration form and any other documents to (909) 792-9511 or email them to trucks@redlandsrotary.org as soon as possible. If you have questions, please e-mail trucks@redlandsrotary.org or call or text Jim Nolin at (951) 237-3453.

Please indicate any sponsorship or additional donation amount you wish to make here:

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Thank you for your support for the charitable initiatives of Rotary Club of Redlands and our nonprofit partners. Make checks payable to "Redlands Rotary Foundation." Redlands Rotary Foundation is a I.R.S. 501(c)3 organization.

**The Touch-A-Truck Team**