

**Statement of Policies and Responsibilities for Touch-A-Truck Participants**

1. Please be punctual at all times including set up (7:00-8:30 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 truck at all times.
3. Note that there will likely not be shade or cover in your assigned exhibition area. 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 “Quiet Hour” from 9:00 AM to 10:00 AM to accommodate our visitors for whom such things may be upsetting.**
5. Please be courteous to all associated with this event, whether staff, volunteer, other vendors 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 Touch-A-Truck staff at all times, whether in person or by phone.
9. GIVEAWAYS ARE WELCOMED AND ENCOURAGED. Feel free to distribute business cards and please discuss your business or organization with attendees. You are welcome and encouraged to use this event to recruit employees, new members, and/or volunteers to join your organization.
10. No pets are allowed. Licensed service animals only.
11. No alcohol and/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. **EVERY entity or organization that has a physical presence at Touch-A-Truck is required to carry comprehensive general liability insurance and return a Certificate of Insurance with this application. AN EXAMPLE OF A PROPERLY WORDED CERTIFICATE OF INSURANCE IS ATTACHED TO THIS DOCUMENT. Comprehensive liability insurance must list the University of Redlands, its Officers, Employees, and Trustees as additional insured on a primary and non-contributory basis. A certificate of insurance should be issued by the carrier in the amount of \$1,000,000 for each occurrence and \$2,000,000 for general aggregate. If you are bringing a motor vehicle for the purposes of the activity, you must carry vehicle insurance at state-mandated limits. If you are bringing workers on campus for the event, workers compensation insurance is required at the state-mandated limits. By submitting this registration form, you indicate 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 represent that I have all required vehicle and workman's comp insurance (if applicable) and agree to abide by all of the above terms, conditions, and requirements for participation in the Touch-A-Truck Event.***

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATED

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

\_\_\_\_\_  
PHONE

Please email all documents to trucks@redlandsrotary.org, or upload them on the redlandstouchatruck.com web site, or surface-mail the required documents as soon as possible to Rotary Club of Redlands, 131 Cajon Street, Suite 5, Redlands CA 92373. **Paperwork must be received no later than June 6, 2025.** If you have questions, please e-mail trucks@redlandsrotary.org or call or text Jim Nolin at (951) 237-3453 during regular business hours.

**We appreciate very much your participation in this event in support of the charitable works of the Redlands Rotary Foundation, the YMCA of the East Valley, and our other non-profit partners and beneficiaries. Please consider making an additional cash contribution in support of these charitable works. Make checks payable to “Redlands Rotary Foundation.” Redlands Rotary Foundation is a I.R.S. 501(c)3 organization, EIN 33-0197341.**

Thank you for your support for Touch-A-Truck and the charitable initiatives of Rotary Club of Redlands and our nonprofit partners.  
**HAVE FUN!**