



Touch-A-Truck Non-profit Partner Agreement

Saturday June 8, 2024 , 9 AM—2 PM
University of Redlands Ted Runner Stadium Parking Lot, University St. and E. Brockton Ave.

Rotary Club of Redlands ("RCOR") is organizing a family-friendly 10th Annual "Touch A Truck" Event on June 8, 2024. Half of any proceeds realized by the Rotary Club will be distributed in support of the YMCA of the East Valley "Safety Around Water" (SAW) program to deliver potentially lifesaving in-pool instruction to every 2nd grade student in the Redlands Unified School District plus some others at no cost to the students, family, or school. The other half of any proceeds will be used by the Redlands Rotary Club Foundation in support of its local and international philanthropic initiatives.

We would like to partner with other area non-profit and philanthropic groups to help expand community awareness of their programs and services through a "Partner" program. To become a Partner in the Rotary Club of Redlands "Touch A Truck" Event, for the benefit of all, we require this commitment from our charitable and non-profit partners:

1. The sale or purchase of at least \$500.00 worth of event tickets at face value. Tickets are priced retail at \$5.00 per person ages 3 and over and \$20.00 for a family of up to 6 members. Active-duty military are given up to 6 tickets free of charge. The Partner receives half the proceeds from the event ticket it sells and must advance-purchase the tickets for half the face value.
2. Booth/Display. The Partner is encouraged set up and staff a display booth at the event and distribute information and/or free branded premiums to the attendees. The Partner may also solicit memberships, sell products and services, and/or ask for free-will donations. Any proceeds from these activities need not be split with RCOR.
3. Publicity. The Partner organization will authorize Rotary Club of Redlands to advertise that they are a Partner of this event in all promotional media, electronic or otherwise.
4. Meetings. We require that at least one person from each Partner organization be designated as the primary contact. They are always invited to attend planning meetings. Meetings are scheduled at odd intervals and likely different locations but will be scheduled with as much advanced notice as is practical.
5. Volunteers. As we expect this year's event to attract several thousand people, we ask that the Partner furnish a minimum of 5 volunteers to assist with guest and exhibitor services on the day of the event for a minimum of 2 hours in addition to any persons required to maintain their own booth, if any.
6. Fiscal Responsibility. Rotary Club of Redlands will be solely responsible to pay all the general costs of the event including but not limited to venue rental, rental of sanitation stations and barricades, event insurance (excepting insurance required by vehicle exhibitors or other exhibitors as required by the University of Redlands), printing and advertising, licensing and permits, security costs, and all other general event expenses.
7. **Certificates of Insurance.** Every entity that has a physical presence in this event is required to carry comprehensive general liability insurance and **provide a Certificate of Insurance with this application. 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, automobile insurance is required. If you are bringing employees 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, its employees, members, staff and/or volunteers harmless for any loss or injury which may occur.**
8. Accounting. Make any checks payable to "Redlands Rotary Club Foundation," which is a 501(c)3 organization (FEIN 33-0197341)

The undersigned Partner would like to participate and therefore agrees to the terms and conditions outlined above.

Partner Organization: _____

By: _____

Print Name

Date: _____

Signed: _____

Title: _____

Contact phone number: (_____) _____

Contact email address: _____

Further information, call or text (951)237-3453

trucks@redlandsrotary.com

www.redlandstouchatruck.com

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 strive to 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 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, its 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

PHONE

Please email all documents to trucks@redlandsrotary.org or surface-mail as soon as possible to Rotary Club of Redlands, 131 Cajon Street, Suite 5, Redlands CA 92373. Paperwork should deliver no later than June 1, 2024. 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.

02/08/2024



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/07/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
2850 Golf Road
Rolling Meadows IL 60008

CONTACT NAME: Ali Sulita
PHONE (A/C, No, Ext): 1-833-3ROTARY
E-MAIL ADDRESS: rotary@ajg.com
FAX (A/C, No): 630-285-4062

INSURED
All Active US Rotary Clubs & Districts
Rotary Club of Redlands
ATTN: Risk Management Dept.
1560 Sherman Ave.
Evanston, IL 60201-3698

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|--------|
| INSURER A : Lexington Insurance Company | 19437 |
| INSURER B : | |
| INSURER C : | |
| INSURER D : | |
| INSURER E : | |
| INSURER F : | |

COVERAGES

CERTIFICATE NUMBER: 899307648

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|----------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | 015375594 | 7/1/2018 | 7/1/2019 | EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$ |
| A | <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | 7/1/2019 | COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | NOT APPLICABLE | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

EXAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

EXACT WORDING REQUIRED

CERTIFICATE HOLDER

The University of Redlands, it's Officers, Agents and Employees, and Trustees on a primary and non-contributory basis.
1200 East Colton Avenue
Redlands CA 92373

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Ali Sulita