



# Touch-A-Truck Non-vehicle Participant Registration Form

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

**Do not fill out this form if you're bringing a Food Truck or intend to sell prepared food. Use the Food Truck registration form instead.**

**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. The cost for "For Profit" businesses is \$200.00. There is no charge for non-profits to participate.

**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.

**Partner-** Non-profit entity that solicits sponsors, donors, and attendees, and provides planning committee member(s) and event volunteers. 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?                      Concessionaire?                      Entertainer?    (Circle One)

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. Attach a separate sheet if necessary. (PC 290 felons prohibited):

Name	Cell Phone No.
_____	_____
_____	_____
_____	_____
_____	_____

Please share any additional facts or needs you have at 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:

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

**Please fill out and return this form and the signed "Statement of Policies and Responsibilities" as soon as possible, and you MUST provide us with your Certificate of Insurance no later than May 27, 2024.**

*Your charitable donations to the Redlands Rotary Club Foundation are welcome with gratitude.*

The Foundation is a 501(c)3 non-profit entity, EIN 33-0197341. Address: 131 Cajon St., Suite 5, Redlands CA 92373

Thank you very much for your participation in this event in support of the YMCA of the East Valley "Safety Around Water" program, the Redlands Rotary Club Foundation, and the charitable initiatives of our event partners and other non-profit associates!

**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, 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

\_\_\_\_\_  
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.



# 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).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	<b>CONTACT NAME:</b> Ali Sulita <b>PHONE (A/C, No, Ext):</b> 1-833-3ROTARY <b>E-MAIL ADDRESS:</b> rotary@ajg.com	<b>FAX (A/C, No):</b> 630-285-4062
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> All Active US Rotary Clubs & Districts Rotary Club of Redlands ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	<b>INSURER A :</b> Lexington Insurance Company	<b>NAIC #</b> 19437
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			NOT APPLICABLE		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"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			NOT APPLICABLE			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> 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**

<b>CERTIFICATE HOLDER</b> 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	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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