



Vendor Form & Agreement

Vendor Name: (as it should appear in event map)			
Contact Name:		Event Day Contact:	
Address:			
City, State and Zip:			
Phone:		Event Day Phone:	
Email:			
Website:			

Sponsorship Level:	<input type="checkbox"/> \$10,000 Presenting Sponsorship	<input type="checkbox"/> \$2,500 Bulldozer
	<input type="checkbox"/> \$7,500 Heavy Hauler	<input type="checkbox"/> \$1,000 Tractor Trailer
	<input type="checkbox"/> \$5,000 Crawler Crane	<input type="checkbox"/> \$500 Excavator

Vendor Participation:	
<input type="checkbox"/> \$250 Non-JLNO member	
<input type="checkbox"/> \$225 JLNO member	

Vendors will receive a 6-foot table, two chairs, space to display and sell goods and services, signage, and listing of name with link on JLNO's website.

Payment Method:	<input type="checkbox"/> Check (made payable to: Junior League of New Orleans) <input type="checkbox"/> Credit Card (complete information below) <input type="checkbox"/> In-kind Donation			
CC Number:		Expiration Date:		Security Code:
Authorized Signature:		Date:		
Description of In-Kind Donation:				

Please complete this form, sign the following agreement, and remit with payment to:
 Junior League of New Orleans • 4319 Carondelet Street, New Orleans, LA 70115 • touchatruck@jlno.org

Registration Deadline: Applications are accepted on a first received/first paid basis. To guarantee appropriate listings, registration, insurance certificate, and payment must be received by **October 3, 2023**.

Promotion & Amenities:

- Email touchatruck@jlno.org with any electrical needs. Please note that additional fees may apply.
- The Pontchartrain Center does provide wireless internet service.
- Based on the applicable sponsor level, participants may bring promotional items (suitable for children), banners, signage, decorations, etc. provided, however, that such items comply with the following:
 - All promotional items, banners, signage, decorations must be properly weighted and/or secured at ALL times.
 - Participants are responsible for providing adequate supports, and materials may not be attached in any way to the Pontchartrain Center property

Participation Guidelines:

- Participant space assignments will be determined by the Junior League of New Orleans based upon the best interests of the event and/or first-come, first-served basis. Space will be located inside the Pontchartrain Center.
- Participants must provide a minimum of one (1) adult representative during the event to supervise their station between the hours of 10:00 am to 4:00 pm on Saturday, October 28, 2023
- Participants can arrive as early as 6:00 am on the event day (October 28, 2023), and JLNO will provide additional details of specific arrival times as the event approaches. Participants must stay the entire length of the event and may not leave until the event's conclusion at 4:00 pm on October 28, and must vacate the premises by 5:00 pm, unless otherwise agreed to in advance.
- Participants grant permission to the Junior League of New Orleans to take photographs or record videos of participants and/or display during the event for the strict purpose of promotion and publicity of the event and/or the Junior League of New Orleans.
- Participants and their representatives shall conduct themselves in a manner that is appropriate for the family-oriented event, which includes but is not limited to the following restrictions: no smoking, no profanity, and no display of inappropriate content or clothing. In the event of inappropriate behavior at the event, the Junior League of New Orleans reserves the right to close the participant's booth, and all Sponsor fees paid to the Junior League of New Orleans will be forfeited.
- The nature of the Touch a Truck event involves the interaction of children with Participant's vehicle(s) so that the children are able to touch, see, and explore the participant's vehicle(s) and learn about the vehicle(s)'s function. The Junior League of New Orleans shall not be held responsible for any loss or damage to any participant property, and participant shall further hold harmless, defend and indemnify the Junior League of New Orleans, its officers, employees, and agents from and against any and all claims, losses, causes of action, judgments, damages, and expenses including but not limited to attorney's fees, because of bodily injury, death, or injury to or destruction of tangible property, or any other injury or damage resulting from or arising out of (a) participant's property, (b) participant's use of the premises, and/or (c) any act, error, or omission on the part of the participant, or its agents, employees, guests, invitees or subcontractors.

Agreement:

This agreement confirms my participation in the 2023 Touch a Truck event benefiting the community projects of the Junior League of New Orleans. By signing below, I acknowledge that I have accurately completed this form, have read the accompanying policies, and agree to abide by the rules and regulations set forth therein.

Accepted by:

Date: _____

Authorized Contact Signature

Authorized Contact Printed Name