



# Vendor Form & Agreement

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

<b>Food Vendor:</b>	<b>Advertisement in Event Map:</b>
<input type="checkbox"/> \$300	<input type="checkbox"/> \$250 Full <input type="checkbox"/> \$125 Half <input type="checkbox"/> \$75 Quarter

<b>Retail Vendor:</b>	<b>Advertisement in Event Map:</b>
<input type="checkbox"/> \$125 Non-JLNO member <input type="checkbox"/> \$100 JLNO member	<input type="checkbox"/> \$250 Full <input type="checkbox"/> \$125 Half <input type="checkbox"/> \$75 Quarter

<b>Entertainment Vendor:</b>	<b>Advertisement in Event Map:</b>
<input type="checkbox"/> \$150 Performer	<input type="checkbox"/> \$250 Full <input type="checkbox"/> \$125 Half <input type="checkbox"/> \$75 Quarter

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

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 listing in the event map, registration, insurance certificate, and payment must be received by **February 15, 2017**.

**Promotion & Amenities:**

- Email touchatruck@jlno.org with any electrical needs or questions, and we will try to accommodate them.
- Wireless internet service is not guaranteed by the Junior League of New Orleans, but air cards from mobile carriers are expected to be operational.

- Based on the applicable vendor level, participants may bring promotional items (suitable for children), banners, signage, decorations, etc. to promote their business; provided, however, that such items comply with the following event restrictions:
  - All promotional items, banners, signage, decorations must be properly weighted and/or secured at ALL times.
  - Any loose items which could potentially become airborne (including, but not limited to, handouts, napkins and paper products, in general) pose a serious threat to air carrier personnel and are strictly prohibited.
  - Fences or poles upon which to hang signage cannot be guaranteed; participants are responsible for providing adequate supports for banners and/or signs.

**Participation Guidelines:**

- Vendors will receive fifty percent (50%) refund of the payment for cancellation if the Junior League of New Orleans receives written notification by January 31, 2017. No refunds will be provided by the Junior League of New Orleans to Vendors if notification of cancellation is received after January 31, 2017 unless otherwise agreed to by the Junior League of New Orleans.
- 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 in the parking lot of the Lakefront Airport.
- Vendors must provide a minimum of one (1) adult representative during the event to supervise their station between the hours of 8:00 am to 3:00 pm on Saturday, March 25, 2017. Vehicle representative(s) should be able to provide a narrative description of the vehicle’s specifications and/or services.
- Participants with vehicles agree to provide a Certificate of Liability Insurance containing the following minimum requirements: General Liability Limits of One (1) Million Dollars Per Occurrence, Automobile Liability Limits of One (1) Million Dollars, and Naming of The Junior League of New Orleans, Inc. as an Additional Insured on said policy of insurance.
- Participants with vehicles must arrive on the event day (March 25, 2017) between 6:00 am and 7:30 am to set-up. Vehicles requiring special accommodations, such as a large turning radius, will be asked to arrive early during event set-up. Participants with vehicles must stay the entire length of the event and may not leave until the event’s conclusion at 2:00 pm unless otherwise agreed to in advance by the Junior League of New Orleans.
- Participants grant permission to the Junior League of New Orleans to take photographs or record videos of participant 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 Vendor 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 2017 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