



Saturday August 14, 2021  
 10:00 AM - 3:00 PM | Uptown Christiansburg (NRV Mall)  
 Business and Non-Profit Vendor Registration

What is Touch-A-Truck? The New River Valley Home Builders Association's focus for Touch-A-Truck NRV is to allow children to become familiar with Building Industry careers by offering an educational opportunity to safely explore trucks, tractors, heavy machinery and to interact with the people who build, protect, and serve the NRV. Join us by becoming part of the Touch-A-Truck NRV experience!

The New River Valley Home Builders Association is looking for child-focused businesses & organizations to be part of our annual event. Examples could be, but are not limited to: dance, karate, daycare services, art, library services, etc. During the event, we encourage your business to provide free activities or giveaways for children as way of self promotion.

**COVID Notice** - This event will be planned as an in-person event with appropriate event guidelines in place at the time of the event. We are actively working with the New River Health District to plan a safe and fun event for our community.

If it is deemed unsafe to hold an in-person event, we will transition this event to a drive-thru parade of vehicles to be held on the same day and the same location. This decision will be made well in advance of the day of the event to provide enough time to notify all participants and plan the logistics of the event. By signing up to participate in the 2021 Touch-a-Truck event, you are aware of the potential change in event design and will continue to participate in the event.



**Business Booth Fees:**

- NRVHBA Members—\$50.00
- Non-NRVHBA Members—\$100.00
- Non-Profit —FREE (limited number available; must provide proof of 501c3 status)

Spaces are on a first-come, first-serve basis.

Contact Name  
and Title:

\_\_\_\_\_

Company Name:

\_\_\_\_\_

Company  
Address:

\_\_\_\_\_

Company Phone:

\_\_\_\_\_

Contact Cell Phone:

\_\_\_\_\_

Contact Email:

\_\_\_\_\_

If different from above, name, email and cell  
of person working the event:

\_\_\_\_\_

Please tell us what you plan to do with your  
space:

\_\_\_\_\_

\_\_\_\_\_

\*If you would like to pay by credit card, there will be an added convenience fee. You will receive a separate email with a link to pay securely online with your card.

By signing this application, you are committing to participate in a professional manner & agreeing to read, accept and comply with the included Vendor Terms and Conditions and COVID-19 Policies and Procedures.

Payment Method:

☐

Check

☐

Credit (+Convenience fee)

Total Amount:

\$ \_\_\_\_\_

Signature:

\_\_\_\_\_

# Business Vendor Terms and Conditions

## Vendor Responsibilities:

- All representatives of your business must maintain a positive attitude and conduct themselves in a professional manner. This is a family-friendly event and the following behaviors will not be tolerated: smoking, profanity, consumption of alcoholic beverages, inappropriate clothing, etc. Any vendor found in violation of this rule will be asked to leave.
- Please be respectful of our quiet hour from 10-12pm. This allows our sound sensitive friends to join us.
- Each table or activity must have a minimum of one adult representative present throughout the entire event.
- All vendors are required to remain in place until the event comes to an end. The only exception to this rule is any emergency vehicles leaving for an emergency. Vendors found leaving early may not be permitted to participate in future events.
- Vendors acknowledge the nature of this event is to allow children to interact and learn about the vehicles on-site. Children should be encouraged to ask questions, see, listen, and explore the vehicles. Please note that due to any COVID regulations in place at the time of the event, children may not be allowed to explore and touch the interior of the vehicle. The TAT Committee will keep all vendors informed of any changes to policies and procedures.
- Each vendor is responsible to provide their own tables, chairs, canopy, etc. Your registration is only for the space.
- The NRVHBA and the TAT committee will take appropriate measures to create a safe environment, however, the vendor is ultimately responsible for the supervision or safety of their booth and/or area.
- Vendors shall indemnify, save and hold harmless the NRVHBA, its officers, directors, and volunteers from all liability, damage, loss, claims, costs, demands, and actions of any nature whatsoever arising from Touch-A-Truck NRV.

## Space Assignments:

- The TAT committee will determine space assignments.
- Space locations and map layout are subject to change.
- No electricity will be provided.

## Marketing:

- In order to guarantee your business being included on any marketing materials put together by the TAT committee, registration and payment must be received by noon on July 28, 2021.
- We encourage all vendors to have child appropriate promotional materials available, such as stickers and small giveaways. Please note, you must be within the constraints of your space when doing so. Food and/or beverage handouts must be preapproved by the TAT Committee.
- We encourage our vendors to bring banners and signage to promote their business. The NRVHBA and TAT committee will not be responsible for any damage, theft, or loss.
- Vendors grant permission to the NRVHBA and TAT committee to take event photographs and video for the purpose of promotion & publicity of Touch-A-Truck and/or the NRVHBA.

## Arrival:

- When spaces are assigned, you will be given an arrival time. This specific arrival time is strategic and important to reducing set up confusion. Please plan to arrive within 15 minutes of your assigned time.
- Arrival times will be scheduled starting at 7:30am.
- All vendors must be in place by 9:00am.
- Vendors are responsible for delivery, handling, set up, and removal of their own display and materials.
- You will be directed to your space. You must unload your supplies and then immediately move your personal vehicles. There will be a designated vendor parking area.

# Business Vendor Terms and Conditions

## Departure:

- All vendors are required to remain in place until the event ends. The only exception to this rule is any emergency vehicles leaving for an emergency. Vehicles found leaving early may not be permitted to participate in future events.
- Vendors are responsible for the removal of their own trash.

## Refunds/Cancellations:

- No refund will be given due to weather. The event goes on rain or shine.
- No refund will be given in the event of vendor cancellation or not showing.

## Termination

The NRVHBA shall not be liable for any delay or failure to perform due to a cause beyond its reasonable control.

## COVID-19:

- All vendors will be required to review and comply with the Touch-a-Truck COVID-19 Policies and Procedures.

The Touch-A-Truck Committee reserves the right to refuse any application at any time.

If you have any additional questions, please contact us—540-443-0090 or [kelsey@nrvhba.com](mailto:kelsey@nrvhba.com)



# COVID-19 Policies

Touch-a-Truck NRV

August 14, 2021 | Uptown Christiansburg

*These policies and procedures may be updated as COVID guidelines and restrictions may change.*

## Attendee Requirements

- No one with a fever or symptoms of COVID-19, a positive test for the virus that causes COVID-19 in the prior ten days, or known exposure to a COVID-19 case in their prior 14 days, is permitted in the event.

## Masks

- Masks will be required of all unvaccinated adults and children over the age of 5 when within 6 feet of any event attendees not a part of their immediate household. Attendees are encouraged to take frequent breaks away from others to take off their masks and refresh due to the heat of the summer
- Unvaccinated vendors and volunteers will be required to wear masks when interacting with or within 6 feet of attendees. Vendors and volunteers are encouraged to take frequent breaks away from attendees to take off their masks and refresh due to the heat of the summer

## Distancing Guidelines

- All vendors will be spaced with at least 20 feet between them.
- Unvaccinated attendees will be asked to maintain a distance of 6 feet between themselves and non-household members.



### Vendor and Vehicle Activity Rules

- Vendors will be asked to promote giveaways for children and families rather than typical activities. If a vendor provides an interactive activity, the vendor must ensure that all COVID safety and cleaning protocols will be followed.
- Vendors with vehicles
  - Children may climb into the vehicle and interact with it if they are masked and use hand sanitizer. The vendor will be responsible for sanitizing in between interactions of children from different households.
  - Vendors may choose to not allow children attending the event to physically interact with their vehicles.
- Vendors will be asked to assist in ensuring all attendees are compliant with the event policies and procedures.

### Handwashing and Hand Sanitizer

- Handwashing and Hand Sanitizer stations will be placed throughout the event area. These areas will be marked on the electronic map attendees have access to.

### Entrance and Exit Procedures

- The event will have one entrance and one exit to allow for one way flow of attendees.
- The exhibit path will be specific with a goal to maintain direct flow of attendees from entrance to exit.