



Saturday August 14, 2021  
10:00 AM - 3:00 PM | Uptown Christiansburg (NRV Mall)  
Vehicle 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 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 vehicles such as dump trucks, 18-wheelers, drilling rigs, excavators, cranes, bucket trucks, tractors, cement mixers, firetrucks, ambulances, police cars, etc. to participate with us.

**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.



Vehicle Fees (per vehicle):

- NRVHBA Members—\$100.00
- Non-NRVHBA Members—\$200.00
- Non-Profit, Municipal, or Emergency Responders—FREE

For your application to be considered, you must also include:

- Certificate of Insurance (COI) naming NRVHBA as additionally insured
- Photo(s) of Vehicles you wish to include

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:

\_\_\_\_\_

Number of  
Vehicles:

\_\_\_\_\_

Is the driver of your  
vehicle required to  
stay with it onsite?

Yes

No

Vehicle Information (please include de-  
scription of vehicles, approx L x W x H and  
any arrival accomodations):

\_\_\_\_\_

\*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:

\_\_\_\_\_

# Vehicle Vendor Guidelines

## Vendor Responsibilities:

- Certification of Insurance (COI) is required and should be submitted at the time of application/payment. However, we will work with vendors who want to submit their application/payment while waiting on their COI. Please note, if the COI isn't received by NRVHBA or TAT committee by noon the day before the event, the vendor will not be allowed to set up.
- Horn-Free hour is from 10-12pm. Please be respectful of this quiet time which allows our sound sensitive friends to join.
- All representatives of the business and vehicle 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. Anyone vendor found in violation of this rule will be asked to leave immediately; however, their vehicle will remain onsite until the end of the event.
- Each vehicle must have a minimum of one adult representative present throughout the entire event. This representative should be knowledgeable on the vehicles specifications, services, and be able to give guided "tours" of the vehicles, as applicable.
- All vehicles 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. Vehicles 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 onsite. 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, cleanliness and safety of their vehicle(s).
- 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.

## Vehicle Space Assignments:

- The TAT committee will determine space assignments based upon safety, type of vehicles, available space, special arrival accommodations, and vehicle sizing.
- Space locations and map layout are subject to change.

## Marketing:

- In order to guarantee your business being included on any marketing materials put together by the TAT committee, **registration, payment, & COI must be received no later than noon on July 28, 2021.**
- We encourage all vendors to have child appropriate promotional materials available, such as stickers and small giveaways. 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.

# Vehicle Vendor Guidelines

## 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 begin at 7:30am.
- All vehicles must be in place by 9:00am.
- If your vehicle needs special arrival accommodations, such as a large turning radius, please mark this on your application so that we can work to accommodate them during planning.

## Departure:

- All vehicles 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.