

# Order Form

## 2019 Touch-A-Truck Event

Montgomery Village News ~ Montgomery Village Foundation, Inc.



**Touch-A-Truck**  
Saturday, Aug. 24  
9 a.m. to noon

**Event Setup**  
8 to 8:45 a.m.

North Creek Community Center  
20125 Arrowhead Road  
Montgomery Village, MD 20886



**Ad Deadline: Friday, Aug. 2, 2019**

**Truck Deadline: Friday, Aug. 16, 2019**

### Artwork

Please call the *Village News* staff at 240-243-2321 or contact [mvads@mvf.org](mailto:mvads@mvf.org) for graphic specifications, if you are planning to provide your own artwork. Artwork can be created in house at no additional charge. All advertisements are subject to the terms and conditions of the Montgomery Village Foundation, Inc., Advertising Agreement.

### Truck at Event

Vehicle must be on-site for full event time FREE

### Eighth Page Ad with Event Table

Size: 5.75" W x 3.5" H  
Quantity \_\_\_\_\_ x \$461 each (6' table) \$ \_\_\_\_\_

### Quarter Page Ad

Size: 5.75" W x 6.5" H  
Number of Ads \_\_\_\_\_ x \$695 each \$ \_\_\_\_\_  
Event Table (6' table) FREE

### Half Page Ad

Size: 9.75" W x 6.5" H  
Number of Ads \_\_\_\_\_ x \$943 each \$ \_\_\_\_\_  
Event Table (6' table) FREE

### Full Page Ad

Size: 9.75" W x 14" H  
Number of Ads \_\_\_\_\_ x \$1,500 each \$ \_\_\_\_\_  
Event Table (6' table) FREE

### Double Truck Ad

Size: 6" W x 4.125" H  
Number of Ads \_\_\_\_\_ x \$2,120 each \$ \_\_\_\_\_  
Event Tables (2 - 6' tables) FREE

**TOTAL** \$ \_\_\_\_\_

### Contact Information

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_ ext. \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

### Payment Information

#### Payment Type

Cash  Check  MasterCard  Visa

*Make checks payable to MVF.*

#### Credit Card

Card Number \_\_\_\_\_  
3-digit verification number \_\_\_\_\_  
Name on Card \_\_\_\_\_  
Exp. Date \_\_\_\_\_

#### Mail, fax or e-mail your orders to

**Montgomery Village Foundation, Inc.**  
10120 Apple Ridge Road  
Montgomery Village, MD 20886  
Fax: 240-243-2302  
E-mail: [mvads@mvf.org](mailto:mvads@mvf.org)  
[www.montgomeryvillage.com](http://www.montgomeryvillage.com)

### Billing Information

Same as Contact Information

- or -

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Required for Credit Card Payment)*

Call 240-243-2359 to advertise in the *Village News* in print or online.

**Montgomery Village News**

# General Terms and Conditions for Vendors at Montgomery Village Foundation Touch-A-Truck Saturday, Aug. 24, 2019 | 9 a.m. – noon

These General Terms and Conditions apply to vendor exhibits at the Montgomery Village Foundation Touch-A-Truck event. Additional terms and conditions may be established for this event.

As a condition of exhibiting at the Montgomery Village Foundation Touch-A-Truck event, a vendor must sign the acknowledgement and acceptance of terms set forth below.

**1. Exhibit spaces.** Outdoor exhibit spaces will be determined by and accommodate equipment size.

**2. General use of exhibit spaces.** Exhibit spaces may be used to display a vendor's product or services. Each exhibit space must have a sign or other identification of the name of the vendor. In its sole discretion MVF may limit activities and objects in the exhibit spaces that MVF determines may create unacceptable risks to the safety of event attendees, or which MVF believes create noise, glare, odors, obstacles to pedestrian traffic flow, or other conditions that negatively affect the event. Failure to comply with a directive from MVF regarding one of these matters may result in the immediate revocation of permission to exhibit at the event. Use of an exhibit space is not assignable.

**3. Set up and tear down of exhibits.** Vendors may begin setting up at 8 a.m. The Touch-A-Truck event will last from 9 a.m. to noon. During that time, no set up or tear down activities will be permitted. Tear down begins at noon, and must be completed by 1 p.m. Each space must be returned in the condition it was provided at set up, free of any of the vendor's property and trash. Removal of trash is the vendor's responsibility.

**4. Specific conditions on use of exhibit spaces.** Subject to Paragraph 2 above, vendors may place tables, chairs, examples of products, and promotional materials in the exhibit areas. No exhibit area may be used for cooking or use of any device that could generate a fire. An exhibit must have an attendant present at the exhibit during the Touch-A-Truck event hours of 9 a.m. to noon. Merchandise, signs, decorations or display fixtures are not permitted to be pasted, taped, nailed or tacked to walls. No merchandise, advertising, signs, packing materials, or equipment are permitted to be placed in any aisle, outside of the vendor's assigned exhibit space, or in place that interferes with any neighboring exhibit.

**5. Additional conditions at outdoor exhibits.** Vendors must secure tents displays of products, and other materials in the exhibit area with weights or tie-downs to ensure that they will not collapse or be blown into attendees or other exhibits.

**6. Vendor conduct.** Vendors must observe all applicable laws during the event, must wear appropriate clothing and conduct themselves professionally in any presentations. Vendors may not make presentations in the aisles or outside of their assigned exhibit space. No pets, alcohol, weapons, or illegal substances are permitted in the exhibit spaces or in the North Creek Community Center Parking Lot, 20125 Arrowhead Road.

**7. Indemnification.** Vendor, by his/her signature below releases MVF from liability for any damage, loss, harm or injury to the person or property of the vendor or any of its visitors, officers agents, employees or other representatives, resulting from theft, fire, water or accident or any other cause unless caused by the negligence of MVF or its agents. Vendor by his/her signature agrees to indemnify, defend and hold harmless MVF from any and claims, demands, suits, liability damages, loss, costs, attorneys fees and expenses of any kind which might result from or arise of any action or failure to act on the part of the Vendor or its officers, agents, employees or other representatives.

**8. Insurance.** Vendor must submit a certificate of insurance naming MVF as an additional insured no later than 10 days before the event. The certificate must indicate amounts of commercial general liability, automobile, and worker's compensation insurance, which MVF shall have sole discretion to reject, if it determines the amounts are not sufficient to protect MVF against risk.

## VENDOR'S ACKNOWLEDGMENT

I, \_\_\_\_\_ ACKNOWLEDGE AND ACCEPT the above terms for use of the exhibit space I am assigned for the Montgomery Village Home Show.

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Date