

100 S. 10th Avenue
Manville NJ 08835
April 20, 2016

The Friends of the Manville Library and the Manville Recreation Department would like to invite you and your specialty vehicle(s) to participate in Manville's first Touch-a-Truck event. Attached is a form to express your willingness to participate in this event, plus a Hold Harmless agreement. Manville Touch-a-Truck will provide children of all ages a hands-on opportunity to explore various vehicles and meet the people who build, protect and serve our community. In order to make this event a success, we need the participation of organizations such as yours that can bring vehicles for the children to explore, and at the same time, showcase your business to the community.

Our event will be held on June 11 with a rain date of June 12 from 11:00 a.m. to 3 p.m. at Manville High School field, 1100 Brooks Blvd.

All proceeds from this event will be used to support the Manville library. This event will provide your organization or business with visibility, strengthen our community and offer a unique family activity for Manville. Organizations that participate in this event build relationships with neighbors and other local businesses. There is no cost to participate, and we encourage information about your organization or business as well as promotional give-aways for the children to enjoy.

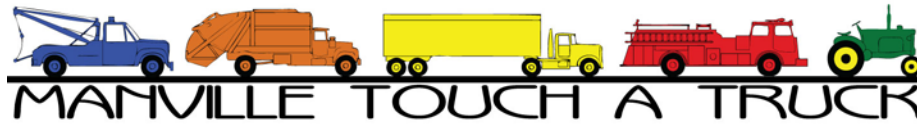
Please contact us with any questions (phone: 908-256-5601, e-mail: friendspresidentmanvillelibrar@gmail.com). We would appreciate your response no later than May 20. Thank you for your consideration; we look forward to partnering with you for Manville's first Touch-a-Truck event.

Sincerely,

Members of the Touch-a-Truck Committee

Ray Henson (President of the Friends' group), Susan Asher, Mary Ellen Day, Mary Ellen De Coster, Tara Kenyon, Joe Patero

FRIENDS
of the
MANVILLE LIBRARY



2016 Manville Touch-a-Truck Vehicle Commitment Form

Return to: Friends of the Manville Library Touch-a-Truck Event, 100 S. 10th Avenue, Manville NJ 08835 or email (friendspresidentmanvillelibrar@gmail.com) with insurance certificate as proof of General Liability insurance and Hold Harmless agreement by May 20.

Company/Organization Name:

Address:

Phone:

Contact Person:

Contact Phone:

Contact Email:

Will this person be at the event on June 11? Yes No
If NO, please provide on-site contact information:

On-Site Contact Names:

On-Site Contact Cell Phones:

List/Description of Vehicle(s):

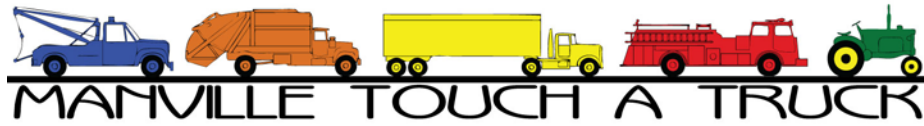
Note: We require that a minimum of two adult representatives be present during the event to supervise the vehicle(s) between the hours of 11 a.m. to 3 p.m. Vehicle representatives should be able to provide a narrative description of the vehicles' specifications and/or services as well as facilitate guided "tours" of the vehicle interior as allowable by the vehicle's size.

Event Details

Date: June 11 Rain Date: June 12 Event Time: 11 a.m. – 3 p.m.
Location: Manville High School field, 1100 Brooks Blvd.

Set-up will start at 9 a.m.; we respectfully request that you be fully set up by 10:30 a.m.

When submitting this form, please provide your proof of insurance or sign the Hold Harmless agreement. By submitting this form you affirm that you have read the Statement of Policies and agree to abide by them.



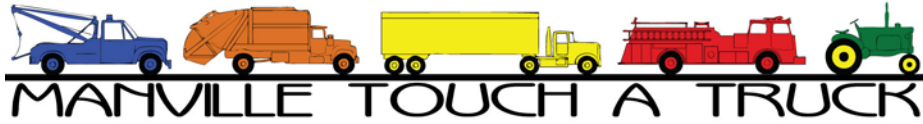
Statement of Policies and Responsibilities for Vehicle Displays – Manville Touch-a-Truck

1. Please be punctual at all times, especially for set-up and take-down of vehicles.
2. Please participate fully in the event and be courteous to everyone. This includes interacting with attendees (especially the children), remaining at the event until closing and making sure there are representatives near your vehicle at all times.
3. Make an effort to keep your area neat and free of garbage.
4. Identify representatives through a uniform (if your business or organization has one) – we will supply name tags.
5. Ensure that your organization's contact person is available to the TAT volunteers at all times, whether in person or by phone.
6. We welcome and encourage give-aways. However, do not engage in the sale of any services or merchandise during the event.
7. No alcohol is permitted during the event.
8. No pets are allowed inside the field.

If you have any questions, please e-mail us at friendspresidentmanvillelibrar@gmail.com or call 908-256-5601.

Many thanks.

The Manville Touch-a-Truck Committee



HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned hereby agrees to indemnify and hold harmless the Manville Library, the Manville Recreation Department, Manville High School, the Manville Recreation Department, and the Friends of the Manville Library, its members and staff from and against any and all claims, suits, demands, damages, losses, attorneys' fees, costs and expenses brought against the Library and/or the Friends group by anyone for personal injury, property damages, or other loss resulting from the services the undersigned will be providing at:

**Manville Touch-a-Truck
Being held at Manville High School
On June 11 from 11 a.m. to 3 p.m.
(Rain date: June 12)**

The undersigned further agrees to be fully responsible, and to reimburse Manville High School for any and all breakage, damage or theft of any property belonging to the high school that occurs during the use of these facilities as a result of the actions or omissions of the undersigned or any of its agents/employees.

Company/Organization Name:

Name of Responsible Representative and Title:

Signature:

Date: