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JUNIOR LEAGUE OF  
**ALEXANDRIA**

April 10, 2019

Dear Friend of the Junior League:

The Junior League of Alexandria is excited to announce its third annual League of Trucks. We are seeking support of local individuals and businesses and hope you will be a part of this exciting event. Over 200 people from Central Louisiana attended last year's League of Trucks event and our Central Louisiana residents enjoyed interactive activities that educated and inspired children to learn about a variety of vehicles, construction equipment and various recreational vehicles.

This year we will feature an array of large vehicles from construction equipment to rescue trucks that will be displayed for children of all ages to see, touch, and learn about. Kids will also have the opportunity to meet the workforce and heroes that protect, serve, and build our community. Various demonstrations will be given throughout the event by the truck owners, who will donate both their time and use of their vehicles for this event. These demonstrations will include the use of sirens, horns, and lights. Our goal for this event is to have something that the entire family can enjoy together.

This fundraiser organized by the Junior League of Alexandria will help the ongoing efforts of our League to further our mission of promoting voluntarism, developing the potential of women, and improving communities. We hope you will join us in our mission to make a difference and will greatly appreciate your support by participating in the third annual League of Trucks at Buhlow Lake located in Pineville, Louisiana, on May 18<sup>th</sup>, 2019, from 11:00 a.m. – 2:00 p.m.

If you would like more information on sponsorships and/or participants, please contact Erica Phillips at 318-446-0167 or at JLAlexandriaLA@gmail.com.

Thank you in advance for your consideration.

Sincerely,

Jennifer Floyd

Annual Campaign Chairman

Erica Phillips

League of Trucks Project Manager

*Please retain this letter for your records. The Junior League of Alexandria is a 503(c)(3) organization, tax id number 72-6027983. You received no goods or services in return for this gift, and it is fully tax deductible to the extent allowed by law. This letter will serve as your receipt.*

1005 Bayou Pl, Alexandria | PH 318.542.9030 | FX 318.443.6927 | [www.jlalexandria.com](http://www.jlalexandria.com)

**The Junior League of Alexandria is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.**

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**Please Select Your Sponsorship Level**

**Vehicle Sponsor: FREE**

- Host a vehicle at the event
- Event Wide Recognition
- Display your business/company signage at event
- Opportunity to discuss your vehicle and business/company with attendees
- Opportunity to pass out fliers and giveaways promoting your business/company

(Please note: Sale of services or merchandise is prohibited at this event.)

**Business/Company Vendor Booth: \$100**

- 10 X 10 area
- Opportunity to pass out fliers and giveaways promoting your business/company
- Vendor is responsible for tent, table, chairs, etc. in booth space

**Food Truck Vendor: \$100**

- Designated area for food truck
  - Vendor is responsible for all food merchandise and staff
- (Please Note: sale of alcoholic beverages is prohibited at this event.)  
\*only 4 spots available (2 food services and 2 "dessert" services)

**Turnpike Sponsor: \$100**

- 4 tickets to League of Trucks event
- Printed name recognition on event posters

**Cargo Sponsor: \$250**

- All perks of Turnpike Sponsor Level PLUS
- 4 more tickets to event = 8 TOTAL
- Printed logo recognition on event posters

**Big Rig Sponsor: \$500**

- All perks of Cargo Sponsor Level PLUS
- 4 more tickets to event = 12 TOTAL
- Special recognition on League of Trucks social media

**Monster Truck Sponsor: \$1000**

\*\*only 4 available\*\*

- All perks of Big Rig Sponsor Level PLUS
- 4 more tickets to event = 16 TOTAL
- Mention on radio/television spots

**Fleet Title Sponsor: \$2000**

\*\*only 1 available\*\*

- All perks of Monster Sponsor Level PLUS
- 8 more tickets to event = 24 TOTAL
- Special mention on all League of Trucks posters, advertisements, and announcements as our title sponsor

Mail this form, payment and proof of vehicle insurance (if applicable) to:

League of Trucks  
Junior League of Alexandria  
1005 Bayou Place  
Alexandria, La 71303

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**Vehicle Commitment Form**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency contact number in case of rain: \_\_\_\_\_

Type(s) of vehicle(s): \_\_\_\_\_

\_\_\_\_\_

Approximate dimensions of vehicle(s): \_\_\_\_\_

Company representative attending event: \_\_\_\_\_

I will provide the above vehicle(s) for use as display for the Junior League of Alexandria's League of Trucks event on Saturday, May 18, 2019, at Buhlow Lake in Pineville, Louisiana. I acknowledge that I must provide at least one attendant to supervise the vehicle at all times during the event, which is scheduled from 11:00am-2:00pm. I will deliver my vehicle(s) before 10:00am on May 18, 2019. My vehicle will be removed on the same day as the event, between the hours of 2:30-3:30pm.

Signature: \_\_\_\_\_

Mail, email, or fax this form to:

League of Trucks  
Junior League of Alexandria  
1005 Bayou Place  
Alexandria, LA 71303  
Phone: 318-443-6975  
Fax: 318-443-6927  
Email: JLAlexandriaLA@gmail.com

**League of Trucks is presented by the Junior League of Alexandria**

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**Demonstration Information Form**

If you are interested in giving a demonstration, please fill out this form and submit it with your Vehicle Commitment Form.

Space needed: \_\_\_\_\_

Time Needed: \_\_\_\_\_

How many times do you want to demo? (This can be an ongoing demo throughout the day):

\_\_\_\_\_

How many League of Trucks volunteers will you need? \_\_\_\_\_

**Demonstration Description**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Safety Concerns for the Demonstration**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**League of Trucks may decline any demonstrations which create conditions that are unsafe for the volunteers, displays and/or attendees OR that do not fit the needs and goals of the League of Trucks event.**

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**League of Trucks Booth Vendor Contract**

This Contract for Vendors is made by and between the Junior League of Alexandria (hereinafter "JLA" and \_\_\_\_\_ (hereinafter "Vendor Provider").

Vendor Provider agrees to provide a booth at League of Trucks.

THEREFORE, in consideration of the mutual promises set forth below, the parties agree as follows:

DESCRIPTION OF SERVICES, Beginning from 11:00 a.m. until 2:00 p.m. the Vendor Provider will provide to the JLA the following services (collectively, the "Services").

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The requested services will be completed at the JLA League of Trucks Event on Saturday, May 18, 2019, at Buhlow Lake in Pineville, Louisiana.

**VENDOR PROVIDER'S FEE.** The Vendor Provider shall pay the fees of \$100.

**DATE OF PAYMENT.** The Vendor Provider agrees to make a check payable to "Junior League of Alexandria" for the above specified amount no later than May 3, 2019.

**TERM.** This Contract will terminate automatically on May 18, 2019 at 3:30 p.m.

**CLEANLINESS.** Vendor Provider shall keep the areas of operation clean, clear of waste, paper, garbage, combustible materials and obstructions, and to not cause or permit any noises or odors which would constitute a nuisance to emanate from the areas of operation.

**INSURANCE.** Vendor Provider shall procure and maintain in full force and effect during the term of this Contract a general liability insurance policy in compliance with the minimum requirements of State Law. The costs of all such items shall be a direct cost of the Vendor Provider.

**INDEMNIFICATION.** The Vendor Provider agrees to indemnify and hold the JLA harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgements that may be asserted against the Vendor Provider that results from the acts or omission of the Vendor Provider and/or the Vendor Provider's employees, agents or representatives.

**WAIVER OF CONTRACTUAL RIGHT.** The FAILURE OF EITHER PARTY TO ENFORCE ANY PROVISION OF THIS Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

ACCEPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

By: \_\_\_\_\_

President, Junior League of Alexandria  
1005 Bayou Place  
Alexandria, La 71303

By: \_\_\_\_\_

VENDOR PROVIDER

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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**Statement of Policies and Responsibilities for Vehicle Displays and Vendors**

1. Please be punctual at all times including set up, take down, shift relief, etc.
2. Please participate fully in the League of Trucks event. This includes interacting with attendees, remaining at the event until closing and keeping a responsible adult employee (or person in a position of authority) near your vehicle at all times.
3. Please strive to be courteous with all associated with this event, whether staff, volunteer, other vendors or attendee.
4. Please make an effort to keep your area neat and free of garbage. Vendors are responsible for keeping their site in the same condition as when they arrived.
5. Please be modest in language and clothing attire. Remember that this is a family event and there will be many children in attendance. **Please identify your staff through a uniform if your business has one.**
6. Ensure that your agency's contact person is available to the League of Trucks staff at all times, whether in person or by phone.
7. GIVE-AWAYS ARE WELCOMED AND ENCOURAGED. Feel free to distribute business cards and to discuss your work with attendees, however, we ask that you not engage in the sale of any services or merchandise during this event unless special permission has been given by League of Trucks staff.
8. No animals (other than service animals) are permitted on site during the League of Trucks event.
9. No alcohol or non-prescription drugs are permitted during the event.
10. All confrontations during the event need to be handled by a League of Trucks staff member. If any issues arise locate a League of Trucks staff member or a Law Enforcement Officer immediately.

If you have questions, please call Erica at 318-446-0167 or email The Junior League office at [JLAlexandriaLA@gmail.com](mailto:JLAlexandriaLA@gmail.com).

Many thanks,  
The League of Trucks Committee