



To whom it may concern:

Trinity Downtown Orlando is bringing back the Downtown Orlando Touch-a-Truck event in 2024, and we would love to have your organization participate as you have in the past.

The event is scheduled for **Saturday, February 10, 2024 from 9 am until 1 pm** on the Trinity Lutheran Church downtown Orlando Campus, located at 123 East Livingston Street in Orlando.

The event will include a variety of vehicles for families and children to explore and we expect a large crowd (over 2,000 people). We welcome your employees and family members and will provide ten free tickets to the event for each vehicle you provide.

We request that the drivers of participating vehicles arrive between 7:30 and 8:30 am (breakfast and lunch will be provided for the driver) and drivers are asked to stay with the vehicle during the entirety of the event to answer questions and help children in and out of the trucks.

Please let us know if you would like to participate in this exciting event by no later than **January 10, 2024**. If you have any questions, please contact me at 407.797.7345 or via email at mammierocks@yahoo.com.

Sincerely,

Terry Boggs

Terry Boggs
Touch-a-Truck Co-Chair

Alternate Contacts

Ken Boggs, Touch-a-Truck Co-Chair and Event Logistics UmpBoggs@yahoo.com
Ethan Kallesen, Touch-a-Truck Sponsorship / Marketing EthanKallesen@gmail.com

TRINITY DOWNTOWN



Trinity's Downtown Orlando Touch-a-Truck event provides a unique opportunity for children to explore vehicles of all types: public service, emergency, utility, construction, transportation, delivery, and just plain cool trucks— all in one place! **This year's event is on Saturday, February 10, 2024, from 9am-1pm.**

Children will be allowed to touch their favorite vehicles, get behind the wheel, and meet the people who help to build, protect, and serve our community. Come enjoy Hot Wheel giveaways and racing track, face painting and kid friendly food making for one incredibly entertaining day for the entire family.

We are expecting over 2,000 adults and children this year and look forward to a day of family fun and entertainment. This is the perfect opportunity to showcase your business or company and be part of an exciting event. We offer various sponsorship opportunities and hope you will join us!

SPONSORSHIP LEVELS

\$100 "Big Rig" Sponsor/Vendor

- Name/logo listed on day of event signage/program
- Company name and logo listed on event webpage and Facebook page
- Ability to set up tent onsite for promotion of business

\$250 "Earth Mover" Sponsor/Vendor

- Name/logo listed on day of event signage/program
- Company name and logo listed on event webpage and Facebook page
- Ability to set up tent onsite for promotion of business
- Business card size ad in our event program

\$500 "Fire Truck" Sponsor/Vendor

- Name/logo listed on day of event signage/program
- Company name and logo listed on event webpage and Facebook page

- Ability to set up tent onsite for promotion of business
- Quarter page ad in our event program

\$750 "Big Stage" Sponsor/Vendor (one)

- Name/logo listed on day of event signage/program
- Company name prominently listed on event webpage and Facebook page
- Ability to set up tent onsite for promotion of business
- Half page ad in our event program
- 8 free tickets to the event

\$1,000 "Race Car" Sponsor/Vendor (one)

- Name/logo listed on day of event signage/program
- Company name prominently listed on event webpage and Facebook page
- Half page ad in event program
- Ability to set up tent onsite for promotion of business
- 12 free tickets to the event

Space is limited so contact us immediately if you would like to become a Trinity Downtown Orlando Touch-a-Truck sponsor or vendor. Your sponsorships and vendor donations may be tax deductible.

Questions? Contact Ethan Kallesen, Sponsor and Marketing Chair, at EthanKallesen@gmail.com or (407) 808-2773 for more information.

Alternate contact: Terry Boggs, Event Chair email: mammierocks@yahoo.com

***All promotional items for this event must be cleared with Trinity Downtown prior to production. Coupons and flyers work too! Remember, our patrons include children and parents so, please make sure your items are fun and appropriate.**



123 E. Livingston Street, Orlando, FL 32801
(phone) 407-488-1919 | (fax) 407-423-2085
www.TrinityDowntown.com



PARTICIPANT EVENT INFORMATIONAL PACKET AND TRUCK | SPONSOR | VENDOR/ENTERTAINMENT COMMITMENT FORM

EVENT DETAILS

Date: **FEBRUARY 10, 2024**

Time: 9:00 a.m. to 1:00 p.m.

Location: 123 E. Livingston Street, FL 32801

FORM SUBMITAL DETAILS

Please return the Commitment Form
in this informational packet by **JAN 10, 2024**

Please return form by email to:

mammierocks@yahoo.com

Thank you for your interest to participate in Trinity's Downtown Orlando TOUCH-A-TRUCK event on **FEBRUARY 10, 2024**. This informational packet is being forwarded to your company to provide additional information about the event. It will serve as your commitment to participate in the event upon completion of the "Contact and Vendor/Sponsor information" form, which needs to be returned via email no later than **JANUARY 10, 2024**. Thank you in advance for being a part of our event!

GENERAL EVENT INFORMATION

EVENT:

Date: Saturday, **FEBRUARY 10, 2024**

Location: Trinity Lutheran Church & School, 123 E. Livingston Street, Orlando, FL 32801

Event Times: General admission 9am-1pm (Cost of admission: **\$5.00 per person**, children 2 and under free)

Set-up: Set-up will open at 7:30am on day of event for vendors and needs to be completed by 8:30am.

Weather policy: Event is scheduled rain or shine.

Tear-down: Tear-down will be permitted once the public has left the grounds (approximately 1:00pm)

MEDIA:

We will be utilizing social media and other marketing avenues to advertise our event and will happily advertise your logo, links to your website and Facebook page, and photos of the vehicles you will be highlighting at the TAT event. Please complete the Media section found on the "Contact and Vendor/Entertainment information" form. All promotional material must be submitted on or before **JANUARY 10, 2024** in order to be included in our printed material supplied to the public on the day of the event.

ADDITIONAL INFORMATION:

Please only return the "Contact and Vendor/Entertainment information" form by **JANUARY 10, 2024**. Should you require any additional information or arrangements, please contact the Vendor/Sponsor Chair contact info below. We likewise encourage you to visit our Facebook page to get additional information about this year's event. Event Facebook:

<https://www.facebook.com/OrlandoTouchaTruck>

**THANK YOU FOR PARTICIPATING! WE COULDN'T BE SUCCESSFUL WITHOUT
YOUR DONATIONS, VALUABLE TIME AND COMMITMENT!**

TRUCK | SPONSOR | VENDOR | ENTERTAINMENT COMMITMENT FORM

CONTACT INFORMATION: (One Per Company/Organization)

Name: _____ Title: _____

Business Address: _____

Office Ph: _____ Email: _____

*On-Site Cell (*For emergency purposes during event): _____

Company Website: _____

Yes, I would like to provide a Vehicle for TOUCH-A-TRUCK

Please complete the **Contact and Vehicle Information Form**.

MEDIA RELEASE: I give permission for Trinity to share company logo, website, FB page and promo photos:

If yes, please email your high resolution logo(s) to: EthanKallesen@gmail.com

Can we share your company website? If yes, please list website address: _____

Can we share your company Facebook page? If yes, please list FB address: _____

Please attach to your email any photos you have of the participating vehicles taking part in TAT, and a description of the job/function/purpose of each one, so we can share with our followers. THANK YOU.

Authorized Signature for Media: _____ Date: _____

SPONSORSHIP

Yes, I would like to be a TOUCH-A-TRUCK sponsor (signature) _____

AT WHICH LEVEL? (circle one) \$100 \$250 \$500 \$750 \$1000

Please see Sponsorship document for details

All payments must be received by JANUARY 10, 2024

Mail to: Trinity Downtown. 123 E. Livingston St. Orlando. Florida 32801 Attn: Touch-a-Truck
Checks made payable to "Trinity Lutheran Church"

Zelle payments accepted, contact Terry Boggs at mammierocks@yahoo.com for information

VENDOR | ENTERTAINMENT

Yes, I would like to be a vendor (signature) _____

Food Truck Vendor: \$100 Other Vendor Fee: \$50 Non-Profit / Entertainment Vendor: No fee

I will you need a vendor table

All payments must be received by JANUARY 10, 2024

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Zelle payments accepted, contact Terry Boggs at mammierocks@yahoo.com for information



PLEASE RETURN NO LATER THAN JANUARY 10, 2024 EMAIL TO: Mammierocks@yahoo.com