



## Retail Vendor Information - 2018

Dear Friend of Adopt-A-Dog:

Adopt-A-Dog, Inc. is a non-profit organization founded in Greenwich, CT with our shelter located in Armonk NY. For over three decades, we have put adoptable dogs and cats together with responsible people who would like to adopt a new pet. We work in cooperation with shelters, veterinarians, and other public and private organizations and individuals, from Connecticut, New York and beyond to help animals who would otherwise "get lost in the shuffle" of daily life.

Every year in September we have a "just for fun" dog show in Greenwich to raise funds for our ongoing efforts throughout the year. Dozens of companies, non-pet product and pet product vendors alike, participate each year by reserving a space.

We're busy getting ready for our annual PUTTIN' ON THE DOG FESTIVAL OF FUN, which will be held Sunday, September 16th, 2018. **The show will be on rain or shine, there is no rain date.** As always, we appreciate your past support. Newcomers, we welcome you to join us and wish to extend an invitation to reserve a space(s) at the show.

We would like to offer you an opportunity to join our show by reserving a space (**a \$100 nonrefundable donation payable to Adopt-A-Dog, Inc.**) at our event **Sunday, September 16th, 2018**. Gates are open to the public from 10am to 4:30pm. The forms follow this page for your convenience; please *return a copy of all completed forms with Town Mandatory certificate of insurance to me no later than September 1, 2018*.

Please plan to arrive Sunday, September 16th by **7:45 AM**, so you have ample time to set up.

Traffic in town on Sunday mornings is minimal, so once you've unloaded; you are asked to park your vehicles in the Horseneck commuter lot under I95 on the left to allow ample parking for show visitors and guests. **Please note that all vehicles are required to be off the field by 8:45 AM, if you arrive after the cut off time you will have to walk your wares onto the field.**

**DIRECTIONS via I-95 from CT and NY:** Take Exit # 3. Coming from northern CT, turn LEFT off the ramp; proceed under I-95 and the entrance to the field will be on your RIGHT, next to a brick building. Coming from NY, turn RIGHT off the ramp and the entrance to the field will be on your RIGHT, next to a brick building. If you come to Steamboat Road, you have gone too far.

We look forward to having you with us. If you have any questions, please call or email me.

Thank you for your support.

Sincerely,

Tory Ann Maiko  
65 Cornfield Road  
Milford, CT 06461  
203-809-2732  
[tory@adoptadog.org](mailto:tory@adoptadog.org)



RELAX10

OP ID: NR

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/ AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below						PER STATUTE    OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Greenwich and the Department of Parks and Recreation would be covered as additional insured per endorsement SS00080405, to the extent provided therein.

<b>CERTIFICATE HOLDER</b>  <b>TOWN030</b>  The Town of Greenwich Dept. of Parks and Recreation 101 Field Point Road Greenwich, CT 06830	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

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I wish to rent a space for Puttin' on the Dog Festival of Fun, **Sunday, September 16th, 2018**, at Roger Sherman Baldwin Park, Greenwich, CT. Enclosed is my non refundable donation check for \$100, made out to: Adopt-A-Dog, Inc. I understand that, Puttin' On The Dog Festival of Fun will be on rain or shine and there is no rain date; Adopt-A-Dog will provide a 12x12' space; and that I will provide proof of liability insurance as required by the Town of Greenwich. (Sample attached). Please send in all forms complete with certificate of insurance (“COI”) and payment at one time ONLY (sample of COI us is on next page), either via email or regular mail. *I understand there is a limit of three (3) people per vendor spot; others will have to pay the standard entrance fee. By signing below you understand this.*

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

Printed Name: \_\_\_\_\_

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

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

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

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

Vending Product (s): \_\_\_\_\_

Special Requirements: \_\_\_\_\_

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

**Please mail or email completed forms with check or call 203-809-2732 with credit card information to:**

Tory Ann Maiko  
Adopt-A-Dog, Inc.  
65 Cornfield Road  
Milford, CT 06460  
[tory@adoptadog.org](mailto:tory@adoptadog.org)

**Please note our cutoff date to have all forms in is by September 1, 2018.  
Once paperwork is received a confirmation email will be sent.  
All wrist bands (3) will be given on the field as vendor arrives!**

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**Department of Parks and Recreation  
101 Field Point Road  
Greenwich, CT 06836-2140**

**VENDOR INSURANCE AGREEMENT**

1. Name of Event: Puttin' On The Dog Festival of Fun  
Location: Roger Sherman Baldwin Park
2. Date(s) of Event: Sunday, September 16th, 2018
3. Name of Vendor (Print) \_\_\_\_\_
4. Name of Vending Company: \_\_\_\_\_  
(If different than # 3)
5. Your Vending Product is: \_\_\_\_\_ Food \_\_\_\_\_ Beverage \_\_\_\_\_ Arts/Crafts \_\_\_\_\_ Other

Vendor shall furnish a Certificate of Insurance and agrees to procure and maintain such at his/her/its sole cost and expense comprehensive general liability insurance with combined single limit coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. On the Certificate of Insurance the *Description* area should read: "Town of Greenwich and the Department of Parks and Recreation as additional insured" and the *Certificate Holder* area should read: The Town of Greenwich, Dept. of Parks and Recreation, 101 Field Point Road, Greenwich, CT 06836. (See attached sample)

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor's Address

\_\_\_\_\_  
Vendor's Phone

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*THIS SECTION IS FOR TOWN OF GREENWICH USE ONLY*

Certificate of Insurance received on: \_\_\_\_\_

Name of insurance company: \_\_\_\_\_

Address of insurance company: \_\_\_\_\_

Amount of insurance: \_\_\_\_\_

**Department of Parks and Recreation  
101 Field Point Road  
Greenwich, CT 06836-2140**

**VENDOR HELD HARMLESS AGREEMENT**

1. Name of Event: Puttin' On The Dog Festival of Fun
- Location: Roger Sherman Baldwin Park
2. Date(s) of Event: Sunday, September 16th, 2018
3. Name of Vendor (Print) \_\_\_\_\_
4. Name of Vending Company: \_\_\_\_\_  
(If different than # 3)
5. Your Vending Product is:  Food  Beverage  Arts/Crafts  Other

**HOLD HARMLESS AGREEMENT**

**The undersigned shall indemnify and hold harmless the Town of Greenwich and its officers, employees, agents, servants and assigns from and against any and all claims, demands, actions, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease or death sustained by any person or persons or injury or damages to or destruction of any property, directly or indirectly arising out of, relating to or in connection with the vending by the undersigned pursuant to this permit or the granting by the Town of Greenwich of this permit, whether or not such claims, demands, actions suits or proceedings are just, unjust, groundless, false, or fraudulent; and the undersigned shall and does hereby assume and agree to pay for the defense of all such claims, demands, actions, suits and proceedings.**

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor's Address

\_\_\_\_\_  
Vendor's Phone