



Retail Vendor Information - 2019

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 29th, 2019. **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 \$135 or \$160 nonrefundable donation payable to Adopt-A-Dog, Inc.**) at our event **Sunday, September 29th, 2019**. 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 the mandatory certificate of insurance post marked before August 1, 2019*. After August 1st the price of the vendor fee will go up to **\$160.00** and the forms need to be in my hands by September 1, 2019.

Please plan to arrive Sunday, September 29th 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

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I wish to rent a space for Puttin' on the Dog Festival of Fun, **Sunday, September 29th, 2019**, at Roger Sherman Baldwin Park, Greenwich, CT. Enclosed is my non refundable donation check for \$135 post marked by 8/1/19; or \$160 after, 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 and payment at one time, either via email or regular mail. *I understand there is a limit of three 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

****Please note our cutoff date to have all forms in to me is by September 1, 2019**, once I receive your information I will confirm back to you and wrist bands will be given on the field morning of the show!**

**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 29th, 2019
3. Name of Vendor (Print) _____
4. Name of Vending Company: _____
(If different than # 3)
5. Your Vending Product is: _____

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

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 29th, 2019
3. Name of Vendor (Print) _____
4. Name of Vending Company: _____
(If different than # 3)
5. Your Vending Product is: _____

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



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:		
		NAIC #

COVERAGES

CERTIFICATE NUMBER: GL 13-14

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 SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO ALLOWED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Town of Greenwich and the Department of Parks and Recreation is included as additional insured only as required and confirmed by a signed written contract relevant to general liability.

CERTIFICATE HOLDER

CANCELLATION

The Town of Greenwich
Dept. of Parks and Recreation
101 Field Point Road
Greenwich, CT 06836

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