



## Vendor Information - 2020

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 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 27th, 2020. **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 have some exciting new vendor opportunities to aid in promoting your business. Please join our show by reserving a space on **Sunday, September 27th, 2020.** Please see the following pages for vendor opportunities and full details. Please return a copy of all completed forms with the town mandatory certificate of insurance and endorsement form at the time of registration, please note late fee will apply after August 1, 2020.

Please plan to arrive Sunday, September 27th by **7:45 AM**, so you have ample time to set up. Gates are open to the public from 10am to 4:30pm.

Traffic in town on Sunday mornings is minimal, so once you’ve unloaded; you are asked to park your vehicles in the Horseneck Lane commuter lot. This lot can be accessed by taking a left out of the field onto Arch Street drive under I95, just before the Railroad Bridge Horseneck Lane will be on your left, this will allow ample parking for show exhibitors. **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



## **New Vendor Opportunities For 2020!**

In addition to the standard show vendor opportunity that has been offered for many years, we are now offering additional opportunities to allow your business to interact more with the festival attendees and provide increased exposure for your business. As a sponsor, you will make a highly visible statement of support in the community where your employees and customers live and work.

Puttin' On The Dog is promoted in the tri-state area with increased promotion throughout Westchester and Fairfield Counties, through a variety of media outlets plus online promotions through the Adopt-A-Dog website and social media channels. Attendees are typically, middle to high income, family-oriented, dog and cat owners and animal lovers of all ages. During the 2019 Puttin' On The Dog Festival, Animal Planet filmed the half-time show for their 2020 Dog Bowl that aired Saturday, February 1, 2020 on Animal Planet.

### **Standard Show Vendor: \$150 until August 1, 2020; \$180 after August 1, 2020**

- 10x10 Foot Vendor Space within the festival vendor area which includes three wristbands for your vendor spot

### **NEW VENDOR SPONSORSHIP OPPORTUNITIES!**

#### **Community Spirit Level II: \$500**

- Logo on Adopt-A-Dog Step and Repeat at Photo Op with giant inflatable dog\*
- 10x10 Foot Vendor Space in prime location
- 6 General Admission Tickets to Puttin' On The Dog in addition to three wristbands for your vendor spot

#### **Community Spirit Level I: \$750**

- Logo on website with link back to your website for one year (September-September)
- Logo on Adopt-A-Dog Step and Repeat at Photo Op with giant inflatable dog\*
- 10x10 Foot Vendor Space in prime location
- 8 General Admission Tickets to Puttin' On The Dog in addition to three wristbands for your vendor spot

#### **Best Friend: \$1,000**

- Company mentioned in Puttin' On The Dog Social Media Post Advertising
- Logo on website with link back to your website for one year (September-September)
- Logo on Adopt-A-Dog Step and Repeat at Photo Op with inflatable giant dog\*
- 10x10 Foot Vendor Space in prime location
- 10 General Admission Tickets to Puttin' On The Dog in addition to three wristbands for your vendor spot

**For questions and additional information regarding the Best Friend and Community Spirit Levels please contact Samara Enders at [Samara@adoptadog.org](mailto:Samara@adoptadog.org). For standard vendor questions please email Tory Maiko at [Tory@adoptadog.org](mailto:Tory@adoptadog.org).**

**\*Please note to be added to the Step and Repeat Photo Op information must be received by August 1, 2020**



I wish to secure a space for Puttin' on the Dog Festival of Fun, **Sunday, September 27th, 2020**, at Roger Sherman Baldwin Park, Greenwich, CT. I have selected the below vendor opportunity:

- Standard Vendor Spot (post/email marked on/by 08/01/20) - \$150.00
- Standard Vendor Spot (post/email marked after 08/01/20) - \$180.00
- Community Spirit Level II Sponsor/Vendor - \$500.00
- Community Spirit Level I Sponsor/Vendor - \$750.00
- Best Friend Sponsor/Vendor - \$1,000.00

Enclosed is my nonrefundable fee, payable to: **Adopt-A-Dog, Inc.** or attach proof of website payment. I understand that, Puttin' on the Dog Festival of Fun will be on rain or shine and there is no rain date; I understand that Adopt-A-Dog will provide a space; and that I will provide all forms with proof of liability insurance and endorsement as required by the Town of Greenwich. (Samples attached). **By signing below, I agree and understand.**

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

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

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

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

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

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

**Please mail or email completed forms with check or proof of payment from web pay from credit card on the AAD website at <https://adopt-a-dog.org/payment/vendorfee.html>.**

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

**Please note: cutoff date to have all forms in is by August 1, 2020 to avoid a late fee.  
Once your information is received, you will receive a confirmation via email.  
Wrist bands will be given to vendors on the field the morning of the show, tickets will be mailed pre-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 27th, 2020
- 3. Name of Person Vending (Print) \_\_\_\_\_
- 4. Name of Vending Company: \_\_\_\_\_
- 5. Your Vending Product is: \_\_\_\_\_

The Vendor agrees to procure and maintain at his/her/its sole cost and expense, comprehensive general liability insurance in which the "Town of Greenwich and the Department of Parks and Recreation" should appear on policy as an additional insured with combined single limit coverage of **\$1,000,000 per occurrence and \$3,000,000 in the aggregate**. Evidence of insurance must be filed with the Department of Parks and Recreation using an Acord certificate and **endorsement letter** before a permit will be issued. If alcoholic beverages are served, the Acord certificate must disclose that liquor legal liability coverage is in place.

\_\_\_\_\_  
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 27th, 2020
- 3. Name of Person Vending (Print) \_\_\_\_\_
- 4. Name of Vending Company: \_\_\_\_\_
- 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 A



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, H/L, Ext. #)	FAX (A/C, No)
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED	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.

PER YR	TYPE OF INSURANCE	ADD. SUBR. (ISSD) (W/D)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXPI. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <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 WAIVE TO RENTED EQUIP. PLS. (If a occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV IN JURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> Hired AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED) (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> 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)  
The Town of Greenwich and the Department of Parks and Recreation would be covered as additional insured per endorsement (insert endorsement number), to the extent provided therein.

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

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ACORD 25 (2014/01)

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POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):

Town of Greenwich

101 Field Point Road

Greenwich, CT 06830

# **SAMPLE**

Event: Puttin' On The Dog, Sunday September 27th 2020 - Roger Sherman Baldwin Park

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

CG 20 26 04 13