



Vendor Information - 2026

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 more than three decades, our mission has been to unite adoptable dogs and cats with responsible, loving families. We work closely with shelters, veterinarians, and a wide network of public and private partners across Connecticut, New York, and beyond to support animals who might otherwise be overlooked.

Each year, we host a “just for fun” dog show in Greenwich to raise essential funds for our ongoing work. Dozens of vendors—both pet-related and non-pet-related—join us annually by reserving a space and taking part in this community celebration.

We are excited to be preparing for our annual **Puttin’ On The Dog Festival of Fun**, taking place **Sunday, September 27th, 2026 at Roger Sherman Baldwin Park in Greenwich, CT, just off I-95 Exit 3**. The event will be held rain or shine.

We are grateful for your past support, and for those joining us for the first time, we warmly invite you to reserve a vendor space at this year’s show.

Full details and registration materials can be found in the following pages. Please return all completed forms—along with the required Town of Greenwich certificate of insurance and endorsement form—at the time of registration.

Please note: Due to updated Town of Greenwich requirements, all vendor materials must be submitted by **August 25th, 2026**.

On the day of the event, please plan to arrive by **7:45 AM** to allow ample time for setup. Gates will be open to the public from **10:00 AM to 4:00 PM**. After unloading, vendors are asked to park in the Horseneck Lane commuter lot. To reach the lot, turn left out of the field onto Arch Street, drive under I-95, and turn left onto Horseneck Lane just before the railroad bridge. All vehicles must be off the field by **8:45 AM**. Vendors arriving after that time will need to walk their materials onto the field.

We look forward to having you with us. If you have any questions, please email [**pod@adoptadog.org**](mailto:pod@adoptadog.org).

Thank you for your support.

Sincerely,
The Puttin’ On The Dog 2026 Committee

I wish to secure a space for Puttin' on the Dog Festival of Fun, **Sunday, September 27th, 2026**, at Roger Sherman Baldwin Park, Greenwich, CT. I have selected from the below vendor opportunities. 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.***

Printed Name: _____

Company Name: _____

Address: _____

Phone: _____

Email: _____

Please indicate any special needs: _____

Are you going to be selling anything or are you just providing information about your organization? Yes, I'm Selling Items [] No, Just Information []

VENDOR FEE: \$150 per 10x10 space

ALL VENDOR INFORMATION MUST BE RECEIVED BY AUGUST 27TH

Please mail or email completed forms to POD@adoptadog.org with insurance requirements or send to the address below. Insurance is required and directions must be followed regarding the wording on the insurance certificate; if the information is not correct, you will be required to correct with your carrier before you can be accepted as a vendor. **An endorsement letter from your carrier IS REQUIRED, please see sample letter outlined in this packet.**

If you would like to pay by credit card, please email pod@adoptadog.org and we can provide a credit card link.

Mailing Address:

Puttin' On The Dog Vendors
Adopt-A-Dog Inc.
PO BOX 11135
Greenwich, CT 06831

Once your information is received and forms/insurance documents verified correct, you will receive confirmation via email. Wrist bands will be given on the field morning of the show!

******* 2026 VENDOR WAIVER/AGREEMENT INSTRUCTIONS *******

If you are a vendor who is going to be selling a physical product onsite at Puttin' On The Dog, the below will need to be turned in with your vendor fee:

- **Vendor Information Sheet (Page 2 of this Packet)**
- **Vendor Hold Harmless Agreement (Page 5 of this Packet)**
- **Vendor Insurance Agreement (Page 4 of this Packet)**
- **Certificate of Insurance (see attached for instructions)**
- **Endorsement Letter or Certificate (see attached for instructions)**

If you are a vendor who is just displaying / advertising an organization (not selling a physical product onsite at Puttin' On The Dog), the below will need to be turned in with your vendor fee:

- **Vendor Information Sheet (Page 2 of this Packet)**
- **Vendor Hold Harmless Agreement (Page 5 of this Packet)**

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, 2026
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

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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 27th, 2026
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 Address

Vendor's phone number



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/14/2019

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 Prince Associates Inc. 270 Duffy Avenue Suite D Hicksville NY 11801	CONTACT NAME: Linda Godnick PHONE (A/C, No, Ext): (516)822-6550 FAX (A/C, No): (516)822-6564 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Arch Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Adopt-a-Dog, Inc. P.O. Box 11135 Greenwich CT 06831	NAIC #

COVERAGES**CERTIFICATE NUMBER: MASTER COI 2019-20****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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			MKP123456789	8/6/2026	8/6/2027	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 - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			MKU123456789	8/6/2026	8/6/2027	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	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 OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

SAMPLE

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 & Recreation are included as additional insured as required by signed written contract or agreement with regard to the Puttin on the Dog event held on 9/27/2026 at Roger Sherman Baldwin Park, 100 Arch Street, Greenwich, CT 06831

CERTIFICATE HOLDER**CANCELLATION**

Town of Greenwich
101 Field Point Road
Greenwich, CT 06831

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

Linda Godnick/DI

Linda Godnick

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POLICY NUMBER: MKPK09564401

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

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.