



Coming to the Rescue Since 1981

"PUTTIN' ON THE DOG" SHOW

Dear Friend of Adopt-A-Dog:

Adopt-A-Dog, Inc. is a non-profit organization based in Greenwich, CT. For nearly 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 New York City to New Haven, CT 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 and setting it up with their products and information about their services.

We're busy getting ready for our 23rd annual "PUTTIN' ON THE DOG" SHOW AND FESTIVAL which will be held Saturday, September 25th, 2010; with a rain date of Sunday, September 26th, 2010. As always, we appreciate your past support. Newcomers, we welcome you to join us and wish to extend an invitation to reserve space at the show.

We would like to offer you an opportunity to join our show by reserving a space (\$200) at our event **Saturday, September 25th, 2010 (Rain date: 9/26/10)**. Gates are open to the public from 10am to 5pm. I am enclosing the forms for your convenience; three of which are required by the Town of Greenwich. Please return all completed forms me and I will make sure they get to the right department in Greenwich Town Hall.

In addition to the completed forms, a Certificate of Insurance from your insurance company confirming that you have the required coverage is necessary. (The enclosed "vendor insurance agreement" form states the specific requirements.) Also the Town of Greenwich Food Vendor Form must be completed.

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
200 Leete Street
West Haven, CT 06516
203 931-9380 tel and fax
torymaiko@hotmail.com



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I wish to rent a space for “Puttin’ On the Dog” show and community festival, **Saturday, September 25th, 2010 (Rain Date: 9/26/10)**, at Roger Sherman Baldwin Park, Greenwich, CT. Enclosed is my checks for \$200 (*please add \$50 if electric is required*), made out to: Adopt-A-Dog, Inc. I understand that, Adopt–A-Dog will provide a space; and that I will provide proof of liability insurance as required by the Town of Greenwich and the Town of Greenwich Temporary Food Permit form with a check for \$86, made out to the *Town of Greenwich* for the permit. **For more information please visit:** http://greenwichct.virtualtownhall.net/Public_Documents/GreenwichCT_Environment/GreenwichCT_HDAppsFrms/I0267EFEE

Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Special Requirements (electricity (add \$50), shade, extra space, etc): _____

Please mail completed forms with check to:

**Tory Ann Maiko
200 Leete Street
West Haven, CT 06516
203 931-9380 tel and fax
torymaiko@hotmail.com**



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MEMORANDUM

TO: All Vendors

FROM: Tory Maiko
203-931-9380
torymaiko@hotmail.com

RE: Adopt-A-Dog's, 'Puttin' On The Dog' show, on Saturday, September 25th 2010 (Rain Date: 9/26/10), 10am to 5pm at Roger Sherman Baldwin Park in Greenwich, CT

Please plan to arrive Saturday, September 25th (rain date 9/26/10) before **8:00 AM**, so you have ample time to set up. If you arrive after 8:00 AM, your car/van/truck will not be able to get onto the field to unload. Even if you don't require much setup time, still arrive before 8:00 AM. The same applies for the rain date.

Attached are maps (not drawn to scale) to illustrate the show location at Roger Sherman Baldwin Park, in Greenwich, CT and a brief description of the park. Traffic in town on Saturday mornings is minimal, so once you've unloaded, you are asked to park your vehicle in the Horseneck commuter lot across I95 to allow ample parking for show visitors and guests. ***Please note that vehicles are required to be off the field by 8:45 AM.***

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.

All of us at Adopt-A-Dog, Inc. really appreciate your support; we're looking forward to a great show! If you have any questions, please email or call me.

Roger Sherman Baldwin Park

Here is a small treasure in central Greenwich, a waterfront 6.3 acre park along with a glorious view of Greenwich Harbor and Long Island Sound, and unusually accessible to the public, close to the train and I-95 exit 3 ramp, near ample parking.

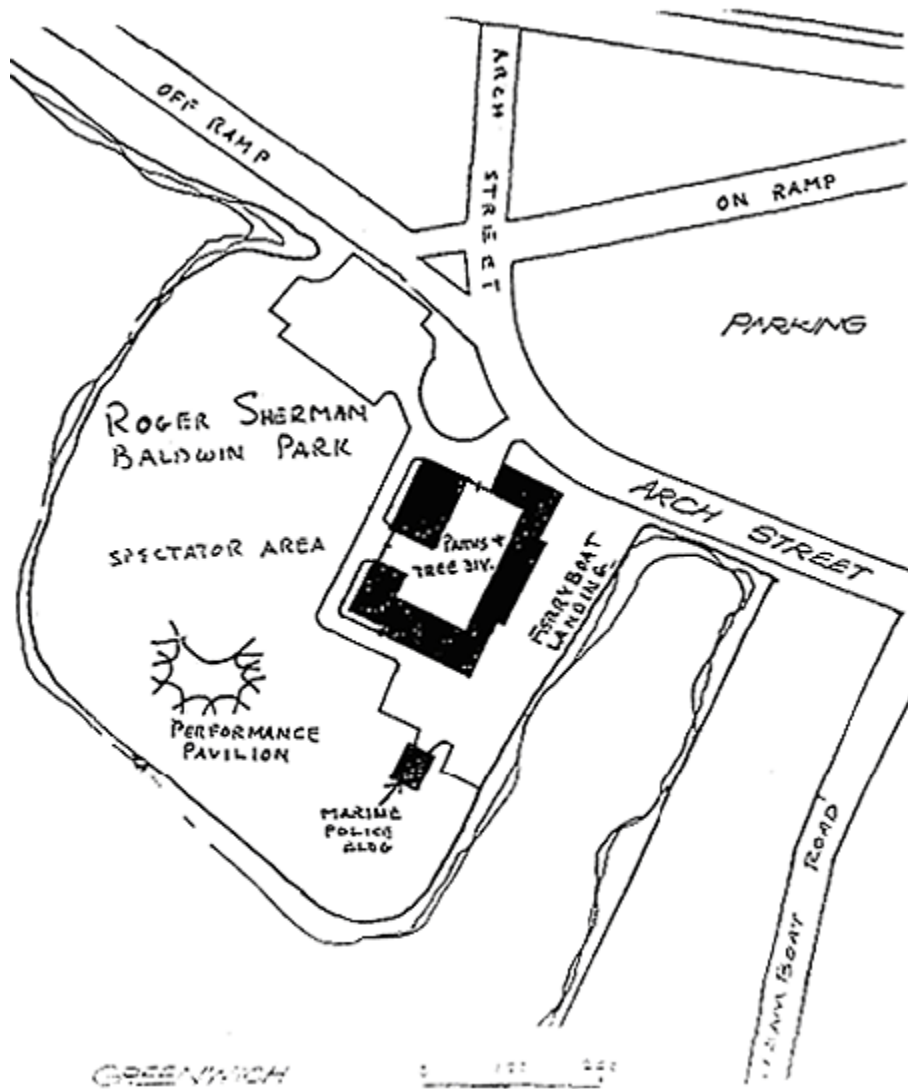
True to its 1952 formal plan, the Park is devoted largely to grass lawns, shrubs and trees. It is ideal for walking, fishing, nature study and photography. People can picnic in the shade of weeping willows and watch the geese and other waterfowl - occasionally one can see migrating Ospreys. In the summer, the Park offers outdoor concerts and theater productions.

Besides the Parkland, there are several municipal buildings, the most important being the Ferry Terminal, where tickets are sold in summer for rides to Island Beach and Great Captain's Island. Green Fingers Garden Club has just finished refurbishing and replanting the terminal, making it the most charming "waiting room" in Town

It would be remiss of me not to mention Roger Sherman Baldwin, a well-respected Town - Father, who served on the Board of Estimate and Taxation for 29 years and among other achievements, was a leading proponent for the purchase of Greenwich Point.

Thus Roger Sherman Baldwin Park along with Bruce and Grass Island Parks are very important to heavily developed central Greenwich, as parts of an almost solid stretch of open space extending from the power plant in Cos Cob through Grass Island near Belle Haven.

Roger Sherman Baldwin Park map



**Department of Parks and Recreation
101 Field Point Road
Greenwich, CT 06836-2540**

VENDOR INSURANCE AGREEMENT

1. Name of Event: Adopt-A-Dog's "Puttin' On The Dog" Event
Location: Roger Sherman Baldwin Park
2. Date(s) of Event: Saturday, September 25th, 2010 (Rain Date 9/26/10)
3. Name of Vendor (Print) _____
4. Name of Vending Company: _____
(If different than # 3)
5. Your Vending Product is: _____ Food _____ Beverage _____ Arts/Crafts _____ Other

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 the policy as an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The Vendor shall furnish evidence with a Certificate of Insurance.

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 06836-2540**

VENDOR HELD HARMLESS AGREEMENT

1. Name of Event: Adopt-A-Dog's "Puttin' On The Dog" Event
Location: Roger Sherman Baldwin Park
2. Date(s) of Event: Saturday, September 25th, 2010 (Rain Date 9/26/10)
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



Town of Greenwich
Department of Health
Division of Environmental Services
(203) 622 – 7838

Application for a **Temporary Food Service Operation**

Single Event () Multiple Event (3 or more times a year) () Fee \$_____

NOTE: This application and all applicable information for each food service vendor must be submitted no later than two weeks (10 business days) prior to the event.

Name of Event:_____

Date/Time of Event:_____

Location of Event:_____

Food Vendor Trade Name:_____

Name of Food Vendor:_____

Operation's Address:_____ Phone:_____

Name of Other Persons in Charge:_____

1. List all foods and beverages that will be served (include condiments):

2. List how all foods will be stored and/or prepared along with food source (store, restaurant, etc.) prior to the event:

3. How will foods be delivered?

4. How will cold food be kept cold (below 45 degrees F)(examples: cooked, ready to serve meat, poultry, seafood, rice, vegetables, etc.)?

5. How will hot food be kept hot (above 140 degrees F)(examples: cooked, ready to serve meat, poultry, seafood, rice, vegetables, etc.)?

6. Describe available handwashing facilities.

7. Location of Toilet Facilities.

8. How will utensils, cutting boards, etc. be sanitized?

9. You must provide an adequate number of covered garbage receptacles that are located and emptied in such a way as to minimize odors, flies, etc. Please describe the arrangements you have made for garbage.

10. Please sketch out a layout of the site including: Food Booths, Restrooms, Handwashing Facilities, Garbage Cans, etc.

- Please consult with the Greenwich Building Department for all electrical and plumbing connections (622-7755).
- Please consult with the Fire Marshall's Office (622-3950) regarding any gas or grill type cooking equipment.
- Please consult with Parks and Recreation if the event takes place on town property.

I, the undersigned, hereby apply for a license to operate a Temporary Food Service Operation in the Town of Greenwich. If granted, I agree to abide by all provisions of State and local regulations regarding this operation.

SIGNATURE OF APPLICANT: _____ DATE: _____

DEPARTMENT OF HEALTH APPROVAL

Application Approved: YES _____ NO _____

ENVIRONMENTAL HYGENIST _____ DATE: _____