



Coming to the Rescue Since 1981

NFP

"PUTTIN' ON THE DOG" SHOW

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, food vendors and non for profit organizations 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. Puttin' On The Dog is located at Roger Sherman Baldwin Park, 100 Arch St, Greenwich, CT 06830 (directions to the event will be available on the Puttin' On The Dog webpage at www.adoptadog.org).

We would like to offer you an opportunity to join our show by reserving a space at our event. Vendor fees are waived for all non-profits.

If you have any questions, please call or email me.

Thank you for your support.

Sincerely,

Sue Klein
13 Georgetown North
Greenwich, CT 06831
203-869-9424 tel
203-869-9464 fax
sue@adoptadog.org



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“Puttin’ On The Dog” **Guidelines for Non-Profit Participating Organizations**

1. Organization must be able to provide proof of non-profit status or that they are part of a municipality.
2. Organization is required to bring all equipment needed, including tables, chairs, crates, etc. and we recommend a pop-up tent as shade is not guaranteed. Adopt-A-Dog provides an approximately 10’x10’ space.
3. Please report to the non-profit / volunteer check-in upon arrival. Organization will be given four (4) entrance passes. If additional passes are needed, a show entry pass will need to be purchased at the main gate for each additional person.
4. Organization’s exhibit must be manned at all times and said organization is responsible for maintaining its area during the event and cleaning up prior to departure.
5. No containers or devices shall be used to solicit monetary donations on show grounds.
6. If the organization brings any animals to the event, the organization is solely responsible for its animals and must adhere to the following conditions:
 - a. The organization must provide proof of current vaccinations including rabies;
 - b. No more than three (3) dogs may be brought on the show grounds at one time;
 - c. Dogs must be on leash at all times or crated if no handler is available;
 - d. Dog handlers must be at least 18 years of age;
 - e. Retractable leashes are prohibited; and
 - f. Cats or small animals must be crated at all times.
7. If any animal sponsored by the organization is adopted as a result of the organization’s participation in this event, the organization is solely responsible for the adoption including any effects of a failed adoption (such as the return of the animal).
8. Adopt-A-Dog is responsible for the success of this event and reserves the right to remove any individual or organization from the event at any time.
9. Arrival time will be assigned by the Non Profit coordinator prior to the event. Vehicles will be allowed on the field at that time for unloading purposes and must be removed from the field by 9:30 a.m. and moved to designated parking areas. No vehicles allowed on field during the event. Vehicles will be allowed back on the field at the conclusion of the event.
10. Any photo, video or audio taken at the event is the property of Adopt-A-Dog and can be used by Adopt-A-Dog for advertising and promotional purposes.



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I wish to reserve 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 organization information. I understand that, Adopt–A-Dog will provide a 10x10’ space.

Signed: _____

Printed Name: _____

Organization Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Non Profit 501C3#: _____

Please mail completed this double-sided form to:

**Sue Klein
13 Georgetown North
Greenwich, CT 06831
203-869-9424 tel
203-869-9464 fax
sue@adoptadog.org**



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ADOPT-A-DOG, INC. PUTTIN' ON THE DOG NON-PROFIT WAIVER

Signed: _____

Printed Name: _____

Organization Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

In consideration of being permitted to participate in Puttin' On The Dog at Roger Sherman Baldwin Park, Greenwich, CT on September 25th, 2010 (rain date 9/26/10), I hereby assume for myself, my heirs, and my personal representatives, any and all risks which might be associated with the event. I further waive, release, and discharge the Town of Greenwich, Greenwich Parks and Recreation and Adopt-A-Dog, Inc. representatives or their successors for any injury or damage of any kind whatsoever suffered as a result of taking part in this event and any related activities.

Signed: _____ Title: _____

Written: _____ Date: _____