



## GREENFIELD RECREATION DEPARTMENT

20 Sanderson Street, Greenfield, MA 01301  
PHONE (413) 772-1553 ☎ FAX (413) 773-0115  
[www.greenfieldrecreation.com](http://www.greenfieldrecreation.com)  
[christy.moore@greenfield-ma.gov](mailto:christy.moore@greenfield-ma.gov)



January 22, 2024

Dear Vendors,

The Greenfield Recreation Department is excited to announce the third annual Mutts and Mayhem, a canine and companion obstacle course race! The race will feature fun and exciting challenges for both people and their furry friends and will leave spectators shouting "Oh My Dog"!



The event will be held at the Green River Swim Area on Sunday, May 19 beginning at 11:00am and will feature timed racing, local dog oriented vendors, and all around fun! Watch as canines and their masters work their tails off as they traverse the river, jump over barriers, and go through hoops to compete for the quickest time. Want to help make this event extra Pawesome? Have a product or service that you think dogs and their humans would love? Come join as a vendor!

**Vendor Rate:** A 10' x 10' space is \$30 with no discounts for double spaces. Non-profits are free with copy of 501(c)3 Certificate. Please note: all vendors must stay in their designated space. **No mobile vending allowed.**

**Event & Set-Up Times:** Onsite registration and check in for event participants will begin at 9:00am. Vendors must be completely set-up by this time and can begin set-up as early as 7:30am. The race is slated to start at 11:00am and is expected to last until approximately 1:00pm. Vendors are required to attend for the duration of the event.

Prior to the event, vendors will be provided with a site map, vendor permit, and any additional information.

**IF SERVING FOOD, YOU MUST OBTAIN A PERMIT FROM THE GREENFIELD BOARD OF HEALTH.** Please call them at (413)772-1404 to arrange a time to drop off your permit form. Documents included with this application are: 1) Recreation Department Vendor Form, 2) BOH Food Permit, and 3) Fire Department Permit for propane.

We are looking forward to a great celebration!

Sincerely,

Heather Valenta  
Recreation Commissioner  
& Event Organizer

Virginia Manders  
Event Organizer

Christy L. Moore  
Recreation Director

**We Create Community Through People, Parks, & Programs!**



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### VENDOR PERMIT APPLICATION



*Return completed application and payment to the Recreation Department by May 1, 2024.*

*Food vendors: also apply for temporary food permit with the City Health Department.*

**VENDORS OPERATING IN CITY PARKS WITHOUT PERMITS WILL BE CLOSED.**

Business or Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
No/Box # Street Town State Zip

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Non-Profit Tax Exempt Number: \_\_\_\_\_

Full Name and Phone No. of Person who will be in charge of your booth during the event:

\_\_\_\_\_

Vending Space (10 x 10): Number of Spaces \_\_\_\_\_ x \$30.00 = \$\_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO: THE CITY OF GREENFIELD

***Please Attach a Menu or Product List with Pricing  
For All Products You Intend to Sell***

***I have read and agree to the terms on the back of this form:***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This space for OFFICE USE ONLY

\_\_\_\_ Approved \_\_\_\_ Not Approved: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_ Permit Issued By: \_\_\_\_\_

Paid \$ \_\_\_\_\_ Cash Check \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

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### VENDOR APPLICATION INFORMATION

1. All vendors must provide a copy of their MA Tax Registration.
2. All vendors must provide a Certificate of Insurance naming the City of Greenfield, its agents, servants, and employees additionally insured evidencing the following: Certificate of General Liability Insurance with per occurrence and aggregate limits of not less than \$1,000,000.
3. Food vendors must also apply for a temporary food permit with the City Board of Health at least two weeks prior to the event.
4. Vendor is responsible for obtaining all required permits PRIOR to date(s) of sale(s).
5. Vendor must have Recreation Department Permit at the event AND Food Vendors must also have the Health Department Permit posted at the event.
6. Vendor permits may be limited or denied, depending on the event. Like products may also be limited.
7. Vendor fee is required prior to the event. A permit will not be issued until payment is received.
8. Vendor may be required to sell a specified brand where event sponsor has a product.
9. Vendor must present a neat and clean venue, must provide trash receptacle(s) at site, provide trash can and liners so they can be changed when full, and respect the environment and leave a clean site, free of all litter and trash, and may be required to carry trash out.
10. Vendors must supply own booth, table, trash receptacles, product & price signage, etc., and erect and break down during designated hours. Cleanup is immediately after event.
11. Per the City of Greenfield, the use of single-use expandable polystyrene foam packaging, i.e. Styrofoam, is prohibited. Failure to comply may result in a \$25 fine each day that the violation persists.
12. Vendor has sole responsibility for their own supplies and equipment.
13. No mobile vending carts allowed. All vendors must sell from their designated site.

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