



O'tis a Festival *a marketplace of all things creative*
Saturday, November 23, 2024 9:00 am – 3:00 pm

VENDOR APPLICATION

Business Name _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____

Email _____

Website _____

ALL ITEMS MUST BE HANDCRAFTED

Artist Category (circle one)

Art Ceramics Fiber Food Glass Wood
Jewelry Paper Photography Metal Leather
Sculpture Other _____

What is the price range of your crafted items?

Booth Reservation

Payment must accompany signed application

Number of 10'x7' spaces needed _____ x \$50 _____

Electricity (limited availability) _____ x \$10 _____

Total _____

Payment Options

- Check payable to Otis Library
- MasterCard Visa Discover Amex

Name on Card _____

Number _____

Expiration _____

IMPORTANT INFORMATION

**Applications are due by
October 15, 2024**

**Mail Applications & Payment to:
Otis Library
O'tis a Festival
261 Main Street
Norwich, CT 06360**

I agree to abide by the rules set forth in the application package. I understand that Otis Library is not responsible or liable in any way for the injury, loss, theft, damage or defacement of any property. I understand that Otis Library reserves the right to reject any work or artists that are deemed outside of the stated guidelines.

X _____
Signature Date

Vendor Participation in our "Take a Chance" fundraiser is mandatory. Items must be dropped off to the Library by October 31, 2024. This donation represents your work and business and may be used for event promotion. Please provide a brief description of your donated product and its value:

Questions may be directed to:
Andrea Kaiser
Director of Development
860-889-2365 x127
akaiser@otislibrarynorwich.org



It is with great pleasure that we announce Saturday, November 23, 2024, as the date for the
16th Annual O'tis a Festival
a marketplace of all things creative

This event, held at Otis Library in Norwich, is unique to our region and has become a spirited community tradition. What began as a literary event featuring guest authors, book sales and holiday items has grown to include handcrafted items, children's programs, musical performances and unique demonstrations. Proceeds from the event benefit Otis Library.

IMPORTANT EVENT GUIDELINES

- Otis Library, 261 Main Street, Norwich, CT 06360 - www.otislibrarynorwich.org - 860-889-2365
- Crafters are responsible for transporting their products to and from the building. Vendors must supply their own carts, hand trucks, dollies, display tables, fixtures and furniture.
- There are two levels of craft space. An elevator is available.
- A product donation to our "Take a Chance" fundraiser is mandatory. This donation represents your work and business; your booth will receive recognition. **This donation should be a handmade item from your handcrafted inventory. A detailed description is needed for our teacup raffle registration application. Items must be received by October 31, 2024, and may be used for promotional purposes.**
- Exhibit area is *approximately* 10' wide by 7' deep; space is assigned in advance.
- Exhibitor set-up times are Friday, November 22, 5:30 pm – 7:00 pm or Saturday, November 23, 7:30 am – 8:45 am. Exhibitors are not allowed to break down displays until 3:00 pm. Vendors must vacate by 5:00 pm. **PLEASE NOTE: SHOW HOURS ARE 9 AM - 3 PM.**
- Security will be provided both Friday and Saturday by our professional security personnel. Although security is being provided, Otis Library is not responsible or liable in any way for the injury, loss, theft, damage or defacement of any property.
- Electrical outlets are available on a first-come, first-served basis. Participants must provide their own power cord.
- Otis Library has thousands of patrons. We will advertise using our social media, electronic newsletter, flyers, newspapers, website, lawn signs and radio. Flyers are available via email or may be picked up and shared with your customer base, family and friends.
- Application does not guarantee space. Confirmation will be provided. **The application deadline is Tuesday, October 15, 2024.** Payment must accompany a signed application.

Questions? Please contact:

Andrea Kaiser, Director of Development
860-889-2365 x127 akaiser@otislibrarynorwich.org

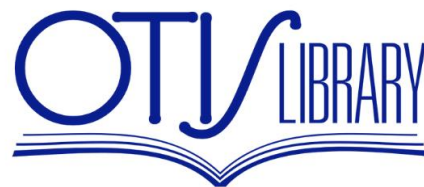
O'tis a Festival

A MARKETPLACE OF ALL THINGS CREATIVE



Saturday
November 23, 2024
9:00 am - 3:00 pm

45+ Local Artisans
Raffle
Entertainment
Family Fun
Free Admission



(860) 889-2365 | OtisLibraryNorwich.org
261 Main St. Norwich, CT 06360