



**O'tis a Festival** *a marketplace of all things creative*  
Saturday, November 22, 2025 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

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 17, 2025**

**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, 2025. 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

akaaiser@otislibrarynorwich.org



It is with great pleasure that we announce Saturday, November 23, 2024, as the date for the  
**17<sup>th</sup> 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](http://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, 2025, 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 21, 5:30 pm – 7:00 pm or Saturday, November 22, 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 17, 2025.** Payment must accompany a signed application.

**Questions?** Please contact:

Andrea Kaiser, Director of Development  
860-889-2365 x127 [akaiser@otislibrarynorwich.org](mailto:akaiser@otislibrarynorwich.org)