

APPLICATION
FOURTH ANNUAL OTIS ARTS FESTIVAL



OCC USE ONLY
No. _____

*The Otis Arts Festival is a venue for artists to sell or display their work.
Sponsored by the Otis Cultural Council*

Saturday, July 23, 2011

9:00 a.m. – 3:00 p.m.

Farmington River Elementary School, 555 North Main Road, Otis

Name(s) _____

Street _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____ Website _____

Tell us briefly about your artwork or craft.

Please let us know if you need wall space (for hanging), a flat surface, table, or both. Please bring your own table and tell us what size it is. Space is approximately 10' x 6' @ \$20 (Otis resident), \$25 (non-resident) each. OCC has a limited number of tables. Please let us know if you need one.

Because hanging space is limited, please indicate the number of items and approximate TOTAL size of your work (in square feet). See **Terms and Conditions**.

In submitting this vendor application, I agree to the Terms and Conditions set forth by the Otis Cultural Council and hereby and forever discharge and release the Town of Otis, Farmington River Regional Elementary School, and the Otis Cultural Council (OCC), from all manner of actions, suits, claims, and/or demands, whatsoever, in law or in equity for damage or loss arising from this application and/or from my participation in the Otis Arts Festival.

I agree to remain at the Arts Festival *until the close of the Festival (3 p.m.)*, or I will provide a stand-in.

Signature _____ Date _____

Please submit, by **JUNE 15, 2011**, the completed application, photos or images, and your entry fee check for \$20 (Otis resident), \$25 (non-resident) made payable to *Otis Cultural Council* and mail to:

Otis Cultural Council, Town Hall, P.O. Box 237, Otis, MA 01253

TERMS AND CONDITIONS

1. **Deadline** for application is **June 15, 2011**. No exceptions.
2. Up to three photos/images must be submitted **with** the application. They can be sent electronically to otis-cc@hotmail.com or by snail mail to the address on the application. By sending your images, you are granting us permission to use them for advertising purposes. Photos will become the property of the Otis Cultural Council. We cannot accept slides.
3. The entry fee of \$20 (\$25, if non-resident) is *refundable* until **July 16, 2011**.
4. It is recommended that each vendor provide his or her own 6-or 8-foot table. There are a very limited number of tables available provided by OCC, and a vendor must request a table on the application, if needed.
5. The layout of the Otis Arts Festival includes temporary partitions for hanging of art work that will be in place before artists arrive on Friday. Since limited hanging space is available, we ask that you describe the space needed on your application. **NO** artwork may be hung on school walls. Artists will have an assigned, numbered space and will be guided to it by OCC staff upon arrival to assist with setup.
6. **Artists are responsible for setup of their work on Friday, July 22 between 2 p.m. and 6 p.m. or on Saturday, July 23, from 7:45 a.m., to be completed by 9 a.m.**
7. We recommend a Friday set-up should you foresee a complex setup or if you have reserved hanging space.
8. **All vendors are required to attend to their booth all day, and displays are not to be broken down before 3 p.m.** Volunteers will be available to relieve artists for short periods for restroom or lunch breaks.
9. Please bring lunch or snacks. Coffee and cake will be available.
10. The OCC reserves the right to refuse a vendor application if the Council determines that it is inappropriate for this event.
11. The Farmington River Elementary School is secured by an alarm system. The Town of Otis, Farmington River Elementary School and/or any member of the Otis Cultural Council shall not be held liable or be responsible for damages, injury or theft to any artwork or craft installed at the school for this event.
12. For more information, go to www.townofotisma.com/culturalcouncil, email Otis-cc@hotmail.com, or call Arlene Tolopko at 413-269-0220 between 12 p.m.– 5 p.m.

This program is supported in part by a grant from the Otis Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a Massachusetts state agency.

