

## Email Sent March 26, 2019

Artists –

Happy Tempe Festival of the Arts week! We are putting the finishing touches on details here, in preparation for your arrival this week. Below are a couple of reminders, last minute updates, and final checklist items. If you have additional questions, don't hesitate to reach out.

First and foremost, I want to inform you that there may be protesters attending a City of Tempe Council Meeting on Thursday night. The City Hall is within the footprint of our set up area and therefore you may see them. This will particularly be in the Cottage Edibles section on the east end of 5th Street. We will have ample police presence and have been told there is no reason to be concerned. Please do not engage with the protesters in any way. If they engage in any activities that are outside their civil rights and infringe upon our permit to hold an event, our security will follow proper protocol and the police will assist us in removing individuals.

Now, for the other reminders:

**Parking** – This gets more and more difficult each year. Friday will be our greatest challenge with parking since the downtown is filled with employees on Friday. If you can leave a vehicle at a hotel or friend's house or alternate location, please do so. Check out our map of parking facilities [HERE](#). This is also in the Artist Resources section on our website. I suggest you find parking in lots and garages that are closest to your booth for the three days of the festival. We can answer more parking questions at check-in. We will likely sell out of parking at the 5th/Farmer lot and we will not be holding parking or selling prior to your arrival, so please arrive early if you must have parking in that lot.

**Young Collector's** – If you plan to donate an item to the Young Collector's program, please bring it to artist check in if possible. This program encourages youth, ages 4-12, to "purchase" your original works of art and all the money goes back into local public school art programs. If you have slightly damaged work or items that have a slight imperfection, we would love to give a young person the opportunity to own these.

**Check-In** – See the check in times below:

- Wednesday – 2-5pm at our offices, 310 S. Mill Avenue across from the light rail
- Thursday – 9am-9pm at 5th and Farmer parking lot. Text me "Send me the pin for check-in" and I'll drop you a pin on Thursday morning. If you already texted me, don't worry – I'll send all the pins the morning I get there.
- Friday – 6am-9am at our offices again

**Artist Reception** – Please RSVP. Your tickets are free and you can get them [HERE](#). You only need to purchase tickets for your guests, spouses, business partners, etc. Artist collaborators also receive tickets.

**Taxes** – Don't forget to charge 8.1% and remit on your own. We don't need to see your business license but someone from the state may stop by and ask for it.

**Insurance** – You aren't required to have insurance but we highly encourage it. You are responsible for your own items and any damage that you do to a neighbor. We provide security throughout the duration of the festival but they cannot be in every part of the festival at all times. By participating you hold us (Downtown Tempe Foundation and The Tempe Festival of the Arts) harmless.

**Load-In** – This information is based on your booth number. Below is the list of load-in times that was sent a few weeks ago. Also, the full load-in document is located in the artist resource section [HERE](#).

- 7000 - 10am - Ash & 6th (From Ash onto 6th Street, turn South onto Maple and curve around to 7000 section)
- 6300 - 10am - Ash & 6th (From Ash onto 6th Street, turn left onto Maple)
- 6000 - 3:30pm - Ash & 6th (From Ash heading north, right onto 6th Street, cross Maple\_
- 4000 - 3:30pm - Ash & 5th (From Ash onto 5th Street, Left onto Maple, even though it says Do Not Enter)
- 5000/5100/5200 - 6:30pm - Ash & 5th (From Ash heading south, turn left onto 5th)
- 5500/5600 - 7pm - 3rd & Mill (From 3rd Street onto Mill Avenue, turn left (East) onto 5th)
- 1000/1100/1200 - 8pm - 3rd & Mill (From 3rd Street onto Mill Avenue)
- 1300/1400 - 8pm - Ash & 6th (From Ash onto 6th Street, cross Maple and turn right (South) onto Mill Avenue)

After loading in, **KEEP YOUR ACCESS PASS!** You need it every time you want to access your booth with your vehicle for restocking and to load out on Sunday.

If you feel that there is any information that you do not have - or if you were added from the Wait List and wonder if you missed something - check our **For Artists** page [HERE](#). Every document and every email is at the bottom of that page. Also, check the FAQ page [HERE](#) for any other unanswered questions.

I will see some of you tomorrow at check in!

Thanks,

Kate