

## **Spring 2019 Tempe Festival of the Arts Email – Sent 3/7/19**

Good morning Artists!

The Tempe Festival of the Arts Spring 2019 festival is just over three weeks away. We can't wait for you all to arrive! As usual, below are some reminders and important pieces of information. There's a lot here – I know ... but if I missed something, don't hesitate to reach out. Looking forward to meeting the new artists and catching up with those of you that we have known for years.

### **Check IN & Load IN**

Detailed Check In and Load In instructions can be found on our website. [HERE](#)

If you have specific questions about this process, call me, email me. I'm here to help!

### **Young Collectors**

Fall of 2018, we held the first Young Collector's Program at the festival. It was a huge success. Thank you to those of you that participated. We had over 150 artists donate items and 146 kids participated. That means we earned \$730 for our scholarship program. As a reminder, this is a scholarship program we are going to offer to local public school art teachers to receive money for art supplies and art programs that are underfunded. Each festival moving forward, we will have a small area designated for youth (ages 4-12) to purchase a piece of artwork for \$5. Their parents cannot influence their decision because they aren't allowed in the tent. We are asking each of you to donate a small item, maybe slightly damaged that you can't sell or possibly an older run that you no longer sell. Anything you find cleaning up that would work for this is greatly appreciated. Once a child selects your work, we encourage them to come find you and thank you for your donation. We want to build the next generation of collectors while we support local art education. Please plan to bring items to donate to Check-In. Thank you in advance!

### **Equipment**

If you need to purchase equipment from us, please let me know by one week from today – Wednesday March 13. You can order items below and they will be delivered to your booth. I cannot guarantee any equipment if ordered this date.

White Canopy Tent with 4 sidewalls - \$240

Set of 4 Sandbags - \$40

6' Banquet Table - \$10

8' Banquet Table - \$10

Folding Chair - \$5

### **Taxes**

Please complete a Transaction Privilege Tax Form and list Tempe as a city where you do business in AZ. When you are here, collect 8.1% tax and remit on your own. I do not need to see any of your paperwork or your business license. Still have questions? Ask the AZ Department of Revenue.

<https://www.azdor.gov/>

### **Insurance**

You are not required to have liability insurance, although it's a really great idea. However, if you do not have a policy, we will ask that you hold us harmless. This will be part of the Check-In process.

### **Website**

Please check the [website](#) and review your landing page in the Artist Listing. I have tried to check everyone's page, but I miss things sometimes. Double check your images, your booth number, your website, etc. If changes need to be made, please let me know and I will take care of it.

### **Awards Reception**

Saturday evening March 30, we will have an artist reception with food and drinks. As usual, we will be announcing awards and generally enjoying getting to know each other. It's a fun event, and the more the merrier. We have finally realized that no matter how much we beg and plead, it is impossible to get you very lovely and busy people to RSVP. Therefore, you will not need to RSVP, your badge is your entry. However, if you plan to bring a guest, you will need to purchase a guest ticket. We will send that link out under a separate email so that it is top of mind.

### **Jewelry**

We will remind you of this each festival and with each festival it gets better. Apparently the majority of artists either solely make jewelry or have a line of jewelry in addition to their (fill in any category here). If you applied in jewelry and got accepted, you are good to go! If you applied in any other category, please do not sell jewelry. Some of you applied in two categories and got accepted in both. If that's the case, your booth sign will indicate both categories. If your booth sign does not state "JEWELRY" as your category and you have jewelry in your booth, we will ask you to remove it. To be clear, we do this to be fair to the jewelry artists who could be in the very next booth. Please respect this policy.

### **Collaborators**

Many of you have others listed in your Zapp profile as Collaborators. What that means to us is that they collaborate on the creation of the work. This also means that we will list them on the booth sign and on the website. Please take a moment to look at your Zapp account and confirm that this is how you want that person to be featured. If they are your business partner, or just your favorite travel companion, they are not collaborators. But we still love having them around!

### **Buy/Sell**

As always, it takes a village to create a culture of adherence to policy. I feel like a police officer when I say "if you see something, say something." We don't want resellers or commercial sellers or people misrepresenting their wares as handmade. We want quality, and we exist to support working artists. If you see something that you think appears to be buy/sell, PLEASE let us know.

### **New Artists**

If you have never done this show before and have more questions than I have addressed here, please feel free to reach out.

Thank you for sharing your hard work and labors of love with our community. We are forever grateful. I

know that I personally and honored by the conversations I have had with you, the detailed descriptions of your processes. I can only imagine the weariness of the festival season and cannot say "thank you" enough!

See you in three weeks!

Warmly,

Kate