

Email sent 10/26/2020

Subject: Tempe Festival of the Arts Fall 2020 – Five Weeks

Artists -

We are now just over five weeks until the festival and it continues to come together.

Booth Payments

Today I sent all invoices through Square. If you owed any money, you should now have your final invoice. If you have any questions regarding the invoice, feel free to reach out. The revised booth prices are below. Recall that there is no added fee for a corner, because all booths are corners. Also, there is no additional discount for doubles.

Zone A - \$500

Zone A 5x20 - \$700

Zone B - \$450

Zone B 5x20 - \$600

Zone C - \$350

7000 block - \$450

Cottage Edibles - \$400

Getting money back?

Many of you carried your booth fees forward from the Spring 2020 festival. That means I likely owe you money. I will have checks for you at the festival. Don't worry, I'm not keeping your money, that would be ... not cool. Want to know how much you are getting back, feel free to email me.

Space between your spaces

As I have mentioned, the spaces are now 6 feet apart. However, that does not mean that you can extend into that 6 feet. The entire point of that space is to create social distancing. If everyone starts putting additional displays in those areas, it simply won't work. Please don't push this - just pretend that your 10x10 space has another vendor directly adjacent. I will ask you to move your items back into your space if I see this.

Cancellation dates revised

My goal here is to incentivize everyone to stay home if you aren't feeling well. However, there is a point of no return. Here is the current plan, which is the most lenient cancellation policy I can make work. Keep in mind, I have to fill spots after you cancel and between Thanksgiving and the show there isn't much wiggle room. Many spots go unfilled when cancellations happen the last week. There are two options if you can't attend:

- Carry Forward - This is where you tell me to forward your paid fees to the Spring 2021 festival. You can do this up until November 25th and I will move ALL your paid fees to the Spring show. In addition you will be exempt from the jury and the jury fee will be waived. But you do have to apply.

- Refund - Obviously, this is when you want your money returned. Receiving a refund will not give you any priority for the Spring festival. Here are the dates to keep in mind -
 - Cancel by 11/1 - get all money returned except \$50 processing fee
 - Cancel between 11/2 and 11/25 - get all money returned except \$250 fee
 - Cancel 11/26 or later - no refunds

Spring 2021 festival

The application will go live on November 1st and be open through the year. The link is here: <https://www.zapplication.org/event-info.php?ID=8609>

Hospitality Suite

We unfortunately won't have the room set up with snacks this year. We will have snacks and water bottles available at the info booth, but you should make plans to bring more with you than usual. We are coordinating daily coffee coins for Starbucks as well.

Still to come ...

- We are finalizing the check-in process. My plan is to email you your access passes, so you can set up without checking in. I will then deliver your packets during set up.
- We are also finalizing where/how we will execute the daily temperature checks. I promise it won't be one location.
- I will send you the load-in process two weeks before the event, complete with directions for entry and timing.

We are all very excited about this event. Let's show how well we can execute even in the most tumultuous of days. As over said as this is, "We are in this together!"

Warmly,
Kate