Subject: TFA: 5 Weeks Out

Artists,

We are about five weeks from the festival and load-in day will be here before we know it. This email includes important pre-event information to help you prepare. Additional emails with marketing details, load-in times, etc. will be sent closer to the festival.

But for now, the following details are included in this email:

- Rental Equipment
- Hotels
- Tax/TPT license
- Insurance
- Informational Meetings
- Load-In General Info
- Cancellation policy

Rental Equipment
Need to rent equipment? Orders must by placed in ZAPP by Friday, November 13 to guarantee availability. Available rentals include:

- 10x10 White Canopy Tent with 4 sidewalls and tent weights - $665
- Set of Sandbags (Weights) - $100
- 6' Banquet Table - $24
- 8' Banquet Table - $26
- Folding Chair - $9.50

Hotels
Discounted hotel rates with complimentary parking are available downtown. Some hotels require booking this month for the special rate. Details:

https://tempefestivalofthearts.com/the-art/forartists

TPT License
If you have not yet submitted your Arizona TPT license number, I will follow up next week. TPT numbers are due by November 13, 2026. Apply here if needed: https://www.aztaxes.gov/Home/Register.

Insurance
Artists selling consumable or body applied products (typically Cottage Edibles & Crafts) must provide a Certificate of Insurance (COI) with specific language by November 13, 2026. **Additional details will be emailed to you next week.**

Liability insurance is not required for other artists, but you remain responsible for damages caused by your negligence. By applying and purchasing a booth, you agree to indemnify and hold our organization and our assigns harmless.

Information Meeting for New Artists
Artists new to TFA or emerging artists are encouraged to join our information meeting on Wednesday, November 18 at 1PM via Microsoft Teams. Anyone is welcome!

Join the meeting
Meeting ID: 276 621 175 156 012 4
Passcode: 2qu9pU7y

Load-In Information
Load-In schedules and digital access passes will be emailed approximately 10 days before the festival. The load-in can get a bit hectic, so take some deep breaths.

- All booths South of 5th Street (Mill Ave, 7th Street, 6th Street & Maple) will have a daytime load-in.
- Booths on 5th Street and on Mill Ave North of 5th Street have an evening load-in. If you like the idea of being done Thursday night, then be prepared for a later night.
- There is adequate street lighting for Thursday evening setup.
- You are also welcome to load-in early Friday morning if you prefer.
- All vehicles must be off the grounds before 9AM Friday morning.

Cancellation Policy
Not that I want any of you to cancel, but if something comes up …

- Cancel by October 31, 2026 - full refund less $75 processing fee
- Cancel by November 15, 2026 - 50% refund
- No refunds after November 15, 2026

Artist Statement
An artist statement is not required, but it is highly encouraged. People love to know how you do the work and WHY – what's your passion, what drew you to this field. These conversation starters get people engaged with you and lead to higher sales. That's also why we put city/state on the booth signs, it's a great connector. If you don't already have an updated Artist Statement, consider doing that.

Five weeks and counting! If you need anything, please don't hesitate to reach out. This email, along with everything that we send you is always stored at https://tempefestivalofthearts.com/the-art/forartists

Have a wonderful weekend!

Kim
Kim@downtowntempe.com
480.355.6079

Contact Info:
Tempe Festival of the Arts - Fall 2026
Tempe Festival of the Arts One W. Rio Salado Parkway Tempe, AZ 85281
kim@downtowntempe.com
480.355.6060