



Wait Listed Artists Registration Instructions

**For Wait Listed Artists in the
2012 Spring Tempe Festival of the Arts, March 30 – April 1**

*Please read the following information carefully before you complete your **Wait List Official Request Form**, sent to you in a separate email.*

STEP 1:

To accept your Wait List status to be considered if there is a cancellation -

- 1. COMPLETE AND SEND THE WAIT LIST OFFICIAL FESTIVAL REQUEST FORM NOW**
- 2. DO NOT SEND MONEY UNTIL YOU ARE NOTIFIED that there has been a cancellation and you have been Accepted**
- 3. Wait List Fees Due:** *Within 24-Hours of Acceptance Notification*

STEP 2:

1. Copy the form (which was sent to you in your Wait List email notification) onto your computer's desktop
2. Fill-in all of the fields requested (incomplete Official Request Forms will not be processed)
3. Save the information you entered, and attach it to an email to Jeanette@tempefestivalofthearts.com
4. OR, print the Wait List Official Request Form and hand write the information for each field requested. Fax it to 480-777-0460
5. **DO NOT SEND MONEY UNTIL YOU HAVE BEEN ACCEPTED AND REMOVED FROM THE WAIT LIST.**
Then, Make Your Payment Directly To The Event.
6. You will be contacted by phone if a booth space becomes available

IMPORTANT INFORMATION:

Rules For On-Site Booth Space & Location Mapping:

Artist booth space/location assignments (Mapping) are done in the following order -

- Location assignments are made based on cancellations.
- Only paid artists will be mapped.

Your Location On-Site:

Because Wait-Listed Artists are contacted only after a cancellation, you will be assigned the space that has opened up.

On-Site Security:

Festival security consists of overnight roaming and daytime crowd control. Additional security can be purchased by artists and vendors. For a list of security contractors, contact the event office.

Artist Parking:

Parking is extremely limited at this urban street festival; however, some parking will be available for purchase on a first-come/first-served basis at on-site Registration for \$25 per space (large vehicles may require 2 spaces).

In addition, the City of Tempe will be **enforcing their NO URBAN CAMPING ordinance** Thursday, Friday, Saturday, and Sunday night in all public parking. That means that anyone sleeping overnight in a vehicle parked anywhere will be ticketed or towed at their own expense.

Liability Insurance & Risk Management Requirements:

The Tempe Festival of the Arts does not insure individual artists' liabilities. You are required to cover your own insurance needs, or to be responsible for any and all claims that arise as a result of injury or property damage related to your booth in any way. One of the boxes at the bottom of the page on the Official Request Form must be checked for you to be accepted to the show.

Canopies must be securely weighted with no less than 40 lbs per leg. Weights must be on the ground & have soft edges and are to be securely attached to the top corner of the canopy. Artists with canopies not meeting requirements will not be allowed to open unless the canopy is removed. Weight kits are available for rental.

What to expect weather-wise:

Tempe, Arizona is in a desert. Typically, weather is sunny with blue skies, however, freak weather patterns can happen so be prepared for:

- **Heat** – plan for extra water in your booth all 3 days; daytime temperatures can be 65 – 80 degrees
- **Cold** - temperatures can be as low as 45 degrees at night and in the mornings
- **Wind** – wind gusts can show up without warning; the event does not provide sandbags or weights of any kind, and you are required to bring your own tent weights to protect against breakage of either your own art or your neighbors' property, and potential liability claims from patrons who are injured as a result of flying canopies.
- **Rain** - make sure you are prepared for rain without warning (some booths are in curb gutters, so please notice possible water accumulation areas in your booth while setting up and make plans accordingly)

Contact:

Jeanette Miller

Artist Relations Director

jeanette@tempefestivalofthearts.com

Phone: (602) 997-2601

Fax: (480) 777-0460

Site Map on Next Page

Series Numbers & Activity Areas Map

