



Artists Ready To Sell Info Sheet

Not sure if you have everything you need to sell your art as a vendor? Review this quick list of basic items vending artists should have in order to successfully apply for and vend at events, festivals, art walks, and First Fridays.

DO YOU HAVE?

- ☐ Tables and chairs
- ☐ A pop-up tent
- ☐ Sand bags or weights for your pop-up tent
- ☐ Photographs of merchandise you intend to sell
- ☐ Photographs of your vendor booth set-up
- ☐ Ways to display your merchandise - stands, grid walls, shelves, etc
- ☐ A way to process purchases & produce receipts - Square, Zelle, Paypal, Venmo, etc
- ☐ A Transaction Privilege Tax License (TPT)
- ☐ General Liability Insurance

ADDITIONAL RESOURCES

- Arizona Department of Revenue TPT License - <https://azdor.gov/transaction-privilege-tax/tpt-license/applying-tpt-license>
- City of Phoenix Vending License - <https://www.phoenix.gov/administration/departments/cityclerk/programs-services/license-services/vending.html>
- For Prepared/Packaged Food Vendors - Arizona Department of Health Services - <https://www.azdhs.gov/preparedness/epidemiology-disease-control/food-safety-environmental-services/cottage-food-program/index.php>