

YOUR TO DO CHECKLIST: BEFORE YOU REGISTER ON-LINE WITH CAFÉ

REQUIREMENTS FOR THE 2025 STUDIO TOUR JUNE 21 - 28

RESIDENCE

It is required that you are a resident of the City of Santa Fe or Santa Fe County.

SHARED STUDIO

We do not arrange shared studios. You must arrange this on your own. See Guidelines.

NM CRS TAX

In New Mexico you must have a CRS (Gross Receipts Tax) Number and must collect and pay sales tax on your sales. More info here::
<https://businessportal.nm.gov/start/obtain-tax-id-numbers>.

We also recommend a business license.

INSURANCE

You must have liability insurance when you welcome visitors into your studio/home. It is usually an umbrella included in your home insurance.

INFO + ADDRESS

Make sure your studio address and contact info is listed.

WEBSITE

We are no longer accepting just a facebook or instagram page. You must have a website.

IMAGES

Review the image requirements listed in the GUIDELINES and prepare them to be ready to upload.

CAFÉ

Before you can apply online for the Tour, complete a Café profile, if you haven't got one already,

APPLY STARTING FEB 1 until FEB 28 through our website www.sfestudioart.com It will connect to the CaFE gateway.