

Detailed Instructions Art in the Park

- **Step 1:**
 - Complete the [2026 Application](#). Make sure you have your Wisconsin Sellers Permit Number on hand before starting the application. The information for the S-240 tax form will be collected electronically this year.
- **Step 2: (Returning 2025 artists who apply by 02/20/2026 go to Step 3)**
 - **Upload your images for the jury process at [EntryThingy](#)**
 - Create a free EntryThingy artist account or sign in if you already have one
 - Search for our event in the call list and click Apply
 - Enter a brief description of your work
 - For each upload
 - 1. Select button for **Booth Display or Art** (Tip: upload the booth image first)
 - 2. Enter title of art piece - if no title you can just number the pieces
 - 3. Choose the file you wish to upload from your device
 - 4. Click the upload button (wait until you see the file thumbnail before proceeding)
 - 5. Repeat until you have 5-7 art images uploaded and one booth image
 - 6. Select **Submit** when all images are uploaded
- **Step 3:**
 - **Download, print, and complete the [Artist Check-sheet and Mailer](#)**
 - **Include separate checks for each fee and mail them with the Mailer form to: GLAF, 223 Broad Street, Lake Geneva, WI 53147**

Geneva Lake Arts Foundation uses Google Forms for receiving applications and EntryThingy for your image uploads. If you don't already have an EntryThingy account, it will take just a few minutes to set one up. For questions on image uploads click on the FAQ's for assistance.