

Detailed Instructions

Art in the Park

- **Complete the application form:** [2024 Application](#)
- **Upload your images for the jury process at [EntryThingy](#)**
- Create an 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
 - Select button for **Booth Display or Art** (Tip: upload the booth image first)
 - Enter title of art piece - if no title you can just number the pieces
 - Choose the file you wish to upload from your device
 - Click the upload button (wait until you see the file thumbnail before proceeding)
 - Repeat until you have 5-7 art images uploaded and one booth image
 - Select **Submit** when all images are uploaded
 - **Select “Print” to print an image of your application for mailing to us with your checks**
- **Complete WI Sales Tax Form S-240.** If you don't have a Wisconsin Seller's number then you must apply for one so that you can complete a form S-240 [Get a Seller's Number](#). The State says the application process takes 7-10 days, so please plan accordingly.
- **Write out Checks:**
 - Entry/Jury Fee Check (required) - \$35
 - Booth Fee Check (required) - \$255 or \$500
 - Premium or Corner Location Fee (optional) - \$40
 - Special Request Fee (optional) - \$40
- **Final Step:**
 - Assemble the following materials for mailing/delivery:
 - Printed application from your image uploads at EntryThingy
 - Checks for your chosen items
 - Completed S-240 (Page 2 Info Only) with your seller's number
 - One #10 stamped, self-addressed envelope for correspondence or for returning checks

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.