

Detailed Instructions Art in the Park

- **Step 1:**
 - Complete the application form: [2025 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 2024 artists who apply by 02/15/2025 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.