



ARTIST APPLICATION

Saturday, July 17, 2021

10:00 am - 4:00 pm

Application Deadline: May 1, 2021

Location: Lake Mills Commons Park, located in the heart of downtown Lake Mills at the corner of Main and Lake Streets. Booth space is approximately 10'x10'. You must provide your own white Easy-Up or similar shelter (required). Electricity is not available.

Accepted Media: Original fine art and fine craft in the categories of painting/drawing/printmaking, photography, mixed media, sculpture/3D, fiber/textile, glass, jewelry, pottery/ceramics, functional art, woodworking, and re-purposed/up-cycled.

Eligibility: Open to artists 18 years and older, exhibiting works of original concept, design, and execution. Artists must be present the day of the event.

Selection of Artists: This is a juried show. Applicants will be notified by email of the jury's decision by May 15, 2021. If you have not received an email by June 1st, please check your spam/junk folder.

APPLICATION DEADLINE: FRIDAY, MAY 1, 2021. All application materials, images, and fees must be received by that date.

Application Checklist:

- Application form:** Completed in full, signed and dated.
- Wisconsin Temporary Event Operator and Seller Information Form S-240** with the SELLER portion completed. THIS MUST BE SUBMITTED WITH YOUR APPLICATION. This form is attached or can be found at www.revenue.wi.gov/forms/sales/s-240.pdf.
- Images:** Three (3) high-quality DIGITAL images of artwork that accurately reflect your work presented during the festival, plus one (1) DIGITAL image of your booth set-up/display that includes your tent. **Email submission of images is required** (See next page for detailed instructions on how to prepare and submit images.)
- Fees:** PayPal payment or check for \$105.00. This includes the \$80.00 Exhibitor Fee for a 10x10 foot booth space and a \$25.00 non-refundable Jury Fee. If the applicant's work is not accepted, we will issue a refund for the \$80 Exhibitor Fee by the original method of payment (either PayPal or by mailing a check to the address provided on the application). All checks will be deposited when received **Cashed check/processed payment does not imply acceptance.** Returned/NSF checks are subject to a min. \$30 penalty fee.

You can submit your application form, WI Form S-240, images, and fees electronically or by postal mail.

ELECTRONIC SUBMISSIONS ARE STRONGLY PREFERRED.

ELECTRONIC SUBMISSIONS:

- **EMAIL** your completed application, WI Form S-240, and images to director@lakemillsmainstreet.org.
- **PAY** your fees by PayPal on our website, lakemillsmainstreet.org, or pay by check (see *BY MAIL*, below).

BY MAIL:

- Please make one check for \$105 payable to LAKE MILLS MAIN STREET PROGRAM.
- Mail your completed application, WI Form S-240, and check to: Lake Mills Main Street Program, Attn: Lake Mills Arts Festival, 200e Water Street, Lake Mills, WI 53551.
- Email your digital images to director@lakemillsmainstreet.org.

FINAL CONSIDERATIONS:

- Consider demonstrating your work at your booth—it heightens the experience for patrons by connecting them more closely to the creation of art.
- Official festival start time is 10 am, but we will not hinder or prevent sales occurring before that time.
- Place a reminder on your calendar for future Lake Mills Arts Festivals — always on the 3rd Saturday of July!

Complete one application per artist. If 2 artists would like to share a booth, 2 jury fees are required. Booth sharing is conditional upon acceptance of both artists.

ARTIST APPLICATION - LAKE MILLS ARTS FESTIVAL

Saturday, July 17, 2021

10 am - 4 pm

Please check the best description for your medium:

- Painting/Drawing/Printmaking (PD)
- Mixed Media (MM)
- Woodwork (WW)
- Pottery/Ceramics (PC)

- Sculpture/3D (SC)
- Fiber/Textile (FT)
- Photography (PH)
- Jewelry (JE)

- Functional Art (FA)
- Glass (GL)
- Repurposed/Upcycled (RU)
- Other (OT) _____

Artist Name:			
Studio or Business Name:			
Mailing Address:		City:	State:
			Zip:
Cell Phone:		Alternate Phone Number:	
Email:		Website:	
How did you hear about the Lake Mills Arts Fest?			

PLEASE READ THE STATEMENTS BELOW AND CHECK THE BOX OF YOUR CHOICE

- YES! I give permission for the use of the images supplied with this application, for promotional purposes, which could include newspaper publications, Facebook/social media, and website.
- NO, I do not give permission to LMAF to use the images supplied with this application and/or those images of me and my work taken during the festival itself for promotional purposes.

IMAGE SUBMISSION INFORMATION:

Each digital image must be submitted in the following format.

- A clear, high quality image that accurately represents the work to be displayed, saved as a .jpg with a file size no greater than 1MB.
- Images should be properly oriented for viewing (upright on monitor).
- **Name each file as follows: 2-letter abbreviation for medium category (see list above) _Last name, First name_imagewidth.jpg.**

Example: Sally Smith is a painter, so she will use the 2-letter abbreviation "PD" as her medium category. The 3 images of her artwork are named PD_SmithSally_1.jpg, PD_SmithSally_2.jpg, and PD_SmithSally_3.jpg. Her booth image is named PD_SmithSally_4.jpg. (The booth photo should always be image #4.)

- I have emailed my images in the format specified to director@lakemillsmainstreet.org.

Image #1 Title: _____

Media: _____ Size/dimensions: _____

Image #2 Title: _____

Media: _____ Size/dimensions: _____

Image #3 Title: _____

Media: _____ Size/dimensions: _____

Image #4 Booth/Display Image (MUST SHOW TENT AND ARTWORK)

General description of all artwork to be displayed the day of the event: _____

I hereby swear or affirm that the artwork represented in the supplied images is of my own original concept, design and execution. I understand that completion of this application does not guarantee acceptance to the festival, that my presence is required the day of the event, and that an easy-up style tent is required to be set up the day of the event in the designated booth space.

Signature of artist: _____ Date: _____

Wisconsin Temporary Event Operator and Seller Information

Information on this form is required under sec. 73.03(38), Wis. Stats.

Instructions on reverse side.

E V E N T O P E R A T O R	<p>PART A: Event Information: To be completed by the operator of the temporary event</p> <p>1. Name of Temporary Event <u>LAKE MILLS ARTS FESTIVAL</u></p> <p>2. Date(s) of Temporary Event <u>JULY 17, 2021</u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u>COMMONS PARK, LAKE MILLS, WISCONSIN, 53551</u></p> <p>PART B: Operator Information: To be completed by the operator of the temporary event</p> <p>1. Name and Address <u>LAKE MILLS MAIN STREET PROGRAM, 200 E WATER STREET, LAKE MILLS, WI 53551</u></p> <p>2. Daytime Telephone Number <u>(920)648-6721</u></p> <p>3. Email Address <u>director@lakemillsmainstreet.com</u></p> <p>4. Wisconsin Tax Account Number _____</p> <p>If blank, check appropriate box:</p> <p><input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input checked="" type="checkbox"/> Exempt Nonprofit Organization</p> <p><input type="checkbox"/> Other – Explain: _____</p>
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S E L L E R	<p>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 5px 0;"> THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS </div> <p>1. Legal Name _____</p> <p>2. Business Name _____</p> <p>3. Address _____</p> <p>4. City, State and Zip Code _____</p> <p>5. Home Telephone Number () _____</p> <p> Business Telephone Number () _____</p> <p>6. Wisconsin Tax Account Number _____</p> <p>7. Social Security Number X X X - X X - _____</p> <p>8. Federal Identification Number (FEIN) X X - X X X _____</p> <p>9. Check one box indicating the type of activity you intend to engage in at this event:</p> <p><input type="checkbox"/> Selling Taxable Merchandise or Service <input type="checkbox"/> Display Only</p> <p><input type="checkbox"/> Selling Exempt Merchandise or Service <input type="checkbox"/> Exempt under Occasional Sales Rule</p> <p><input type="checkbox"/> Direct Sellers, Company Name _____ <input type="checkbox"/> Nonprofit Organization</p>
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I declare that the information on this form is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Print Name: _____

Signature: _____ Date: _____

Information about temporary events, including forms, instructions and Common Questions can be found on the Department of Revenue's website at revenue.wi.gov/html/temevent.html. If you have additional questions, please contact the Department of Revenue by email at DORBusinessTax@revenue.wi.gov or telephone at (608) 266-2776. See reverse side for submission instructions.

**** Do not email event reports to maintain confidentiality of seller information ****

Instructions for Completing Operator and Seller Information

EVENT OPERATOR:

An “operator” is defined as a person or entity (such as an individual, association, partnership, corporation, or non-profit organization) that arranges, organizes, promotes, or sponsors an event. An operator may also be referred to as an organizer, exhibitor, or decorator. An operator may or may not be the owner of the property or premises where the event takes place. An operator may also be a seller at the event.

Note: A Wisconsin tax account number (formerly seller’s permit) is required if selling taxable merchandise or services. Admission fees are subject to sales tax in Wisconsin.

Step 1: Complete Parts A and B.

Step 2: Provide a copy of *Wisconsin Temporary Event Operator and Seller Information* (Form S-240) with Parts A and B completed to each seller participating in your event.

To obtain additional copies of Form S-240 go to the Department of Revenue’s website at revenue.wi.gov/forms/sales/index.html. If you prefer, you may use the fill-in form available from the same website.

Step 3: Submission – Event Operator.

Submit compiled vendor information to the department as soon as possible but no later than 10 days from event closing using one of the following methods:

- **Electronic Reporting:** If you have all the required sellers’ information, use the Excel spreadsheet provided at revenue.wi.gov/html/temevent.html. (Excel viewer is available.) Fill in the information for all sellers participating at the event and submit using the department’s secure file transmission application at revenue.wi.gov/eserv/wteptran.html or by U.S. Mail. **Do not email event reports to maintain confidentiality of seller information.**
- **Paper Reporting:** Mail completed Forms S-240 or a printed version of spreadsheet to:

Temporary Events Program
Wisconsin Department of Revenue
PO Box 8910
Madison WI 53708-8910

Revenue Field Agents attend temporary events to verify registration of sellers. Sellers must have evidence of their Wisconsin tax account number at the event.

SELLER:

A “seller” is defined as a person or entity involved with selling merchandise or providing taxable services at a temporary event. A seller may also be referred to as a vendor, exhibitor, or booth owner.

Important: This form is not an application for a Wisconsin Tax Account Number. If you do not already have a tax account number but are required to, you will need to apply for one directly with the Department of Revenue prior to the event. You can apply online or download an application, *Application for Business Tax Registration* (Form BTR-101) on the department’s website, revenue.wi.gov/forms/sales/index.html. Not all sellers are required to obtain a Wisconsin tax account number. Some of the reasons a seller may not need a tax account number are:

- The seller only sells tax- exempt items, such as vegetables for home consumption.
- The seller is only displaying at the event, no onsite orders are being taken, and taxable merchandise is not later shipped into Wisconsin.
- The seller qualifies for the occasional sale exemption. (See Publication 228, *Temporary Events*.)

If you have questions regarding applying for a Wisconsin tax account number, contact any Department of Revenue office, visit our website, or call (608) 266-2776.

Step 1: Complete Part C (event operator should complete Parts A and B).

Line 1: Enter your individual, partnership, association, or corporate name.

Line 2: Enter your business name, if different.

Line 3: Enter the address of the physical location of your business. If different, also provide your mailing address.

Line 6: Enter your 15-digit Wisconsin tax account number. You can find this number on your Form ST-12.

This number is **not** your 6-digit seller’s permit number issued to you prior to December 31, 2002.

Lines 7 & 8: Enter the last four digits of your social security number and/or federal employer identification number. This is required under sec. 73.03(38), Wis. Stats., if you do not provide a tax account number.

Step 2: Submit completed form to event operator on or before the first day of the event.