



## Call For Artists!

Brainerd Community Action encourages all artists to enter their work into our **Arts in the Park** event to be held June 30, 2024, in the spacious, tree lined grounds of Gregory Park.

**WHAT is Arts In The Park (AIP)?** AIP is a well-known arts and crafts event that displays handmade wares that can be purchased by folks visiting our area and locals alike. Artists are individually juried into AIP to ensure the highest possible quality of wares. Guests and artists will find some new art elements, as well as some old favorites. Whether it's a cherished artist, admired entertainer or even your favorite snack offered by our food vendors, AIP has something for everyone.

**WHEN & WHERE:** Sunday, June 30, 2024 | 10 am - 4 pm  
Gregory Park, 424 N 5th Street, Brainerd MN

**ELIGIBILITY:** The show will be open to all art mediums. It is important that all artwork be of original design and produced and displayed by the artist. No copies or kits will be accepted. **Examples of works that will not be accepted are:** Buy-sell items, paintings from paint-by-number kits, work from patterns not designed by the artist, ceramics made from commercial molds, domestic nonoriginal handcrafts, such as wood hobby crafts, decoupage, and refrigerator decorations.

**ENTRY:** Each artist will be juried individually. Please submit four samples of recent work with the name, medium, and size of work clearly labeled. Submissions can be made by mailing (see address listed under FEES) in photographs or by submitting them through email to [Info@BrainerdCommunityAction.org](mailto:Info@BrainerdCommunityAction.org). The first three samples should be of the individual pieces. The fourth should show an overall view of your display. Photographs will be mailed back to the sender. **Booth fees must be post marked by June 12th, 2024.**

**JURY PROCEDURE:** The selection jury will choose an unlimited number of participants by anonymous photo view. Photos must be of quality, sufficient enough to show your work at its best and be representative of the work to be displayed. All works should be well conceived, executed without technical faults and show the integrity of the design. We encourage you to carefully select the photos you submit, to show off your finest work at its best. It would be interesting to know what sets you apart from other artists. Artists selected for the 2024 show will be eligible to exhibit at "Arts in the Park" for three years (2024, 2025, 2026). After that, submissions will need to be re-juried. Artists who are in good standing and have been selected for previous shows within the past three years may also exhibit at the 2024 show following the guideline listed above.

**FEES:** We ask that you please enclose a check or money order for \$125.00 per booth requested. Fees will be returned if applicant's work is not selected for this year's show. The booth fee is not refundable once selected. *Typically, applications sent without payment would not be considered. However, given the current circumstances and in an effort to help individuals who may select more time to commit, applications without payment may be submitted leading up to the final deadline of June 14<sup>th</sup> this year. All payments must be received by June 14<sup>th</sup>, 2024, to be included in this year's show.*

**Please make checks payable to:** Brainerd Community Action  
c/o Arts In The Park  
321 South 7<sup>th</sup> Street Suite 105  
Brainerd, MN 56401

**REPRESENTATIVE SALES:** Sales will be restricted to work which meets quality level represented in the exhibitor's jury photos. **The committee's decision on the consistency of quality will be final. Any pieces failing to meet quality standards must be removed.** A successful sales day depends solely on the exhibitor. No fees will be discounted or returned due to lack of sales. We encourage you to interact with the visitors by making eye contact and conversation. Exhibitors are responsible for collecting and reporting their own sales tax; however, **you will need to complete the attached ST19 form prior to selling at the event.**

**INSTALLATION AND DISPLAY:** Participants must provide their own display materials and their own coverings in case of inclement weather. Spaces will be assigned in the order of which confirmations are postmarked or by medium layout. An exhibition space of

12ft.x12ft. will be assigned to each exhibitor. Artist MUST stay within the limits of their booth. If additional space is required, indicate the need on the form and send the appropriate fee.

**AWARDS:** Cash and medal awards will be given for first and second place in seven categories and Best of Show. More information will be sent out to all the accepted applicants.

**SAFETY AND HEALTH GUIDELINES:** Brainerd Community Action will be following current State and local guidelines for this event. As this is an outdoor event, there should be ample space for all involved. Additional measures have been put in place to ensure that this year's event is a success both for our vendors and for those in attendance. This means that the health and safety of all those involved is of the highest priority. **Booth placement will be similar to last year's event.** We ask that all those involved remain respectful of others during the event.

**ADVERTISING:** As a part of Brainerd Community Actions fourth of July Capital Celebration, AitP will once again be advertised in local and regional media, including print, press releases, email, and good old-fashioned word-of-mouth. Our marketing staff has partnered with local and regional marketing firms to ensure that this event is a success for both our vendors and attendees. There will potentially be opportunities for vendors to submit materials to be used in promotion both before and during the event. Information on the specific materials to be used in these media releases will be sent at a later date. Participation within these opportunities will be limited to those who have submitted their application AND full payment and will be completely at the discretion of BCA and will be dependent on the availability of staff time.

Brainerd Community Action wishes you the best of luck with your juried submission and looks forward to seeing you in July!

Sincerely,  
Dave Badeaux  
Executive Director  
Brainerd Community Action  
218.829.5278



## ARTS in the PARK

Gregory Park | Brainerd, MN

Sunday, June 30, 2024 | 10 am-4 pm

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Website: \_\_\_\_\_

Mediums that will be judged include:

**Traditional Media** – Drawings, Paintings, Mixed Media, Photography

**Natural** - Wood, Stone, Leather, Bone, Textile/Fiber, Glass, Metal, Pottery.

*Soap, Lotions, Food etc. may also fall under this category but will not be judged.*

**Jewelry**

Medium: \_\_\_\_\_

Do we have permission to publish your Web address in our brochure? Yes \_\_\_\_\_ No \_\_\_\_\_

Do we have permission to publish your e-mail address in our brochure? Yes \_\_\_\_\_ No \_\_\_\_\_

Information about your work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be entering a piece for judging? Yes \_\_\_\_\_ No \_\_\_\_\_

*I agree that I am responsible for providing my own insurance on works which I show and sell at Arts in the Park 2020, and that Brainerd Community Action is not liable for loss or damage to those articles.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The committee attempts to locate all exhibit spaces in comfortable locations, however, the park layout being as it is, means some high-traffic areas will experience periods of direct sunlight.

# Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or Type	Name of Business Selling or Exhibiting at Event		Minnesota Tax ID Number	
	Seller's Complete Address		City	State ZIP Code
	Name of Person or Group Organizing Event			
	Name and Location of Event			
	Date(s) of Event			

Merchandise Sold	Describe the type of merchandise you plan to sell.

Sales Tax Exemption Information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ ( <i>name of company</i> ), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. This is
	<input type="checkbox"/> a nonprofit organization that meets the exemption requirements described below:
	<p>_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (<i>MS 297A.70, subd. 13[a][4]</i>).</p> <p>_____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(<i>MS 297A.70, subd. 13[b][1]</i>).</p> <p>_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.</p>

Sign Here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of Seller	Print Name Here
	Date	Daytime Phone

**PENALTY** — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

# Information for Sellers and Event Operators

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Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

## Sales Tax Registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us).

## Information and Assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us).

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.