

**MEMO**  
**April 25, 2022**

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**TO: Businesses in Downtown Kirksville**  
**FROM: Sandra Williams, Executive Director**  
**Kirksville Area Chamber of Commerce**

**RE: 8th Annual ART WALK | Friday, June 3rd**

The **Kirksville Area Chamber of Commerce Merchant\$ Committee**, in conjunction with **Kirksville Arts Association, Kirksville Main Street** and **MOSI (Missouri and Southern Iowa Art Guild)** will be hosting a fun, **FREE event** in the downtown area early this summer.

The Art Walk will be held in the downtown area in an effort to draw folks to the downtown area businesses, support local artisans of all types, and promote community support of our cultural community. We are in the early planning stages but hope to have businesses and artisans signed up earlier than last year. Here's what you need to know about getting involved:

- **The ART WALK will be held on Friday, June 3, 2022 from 4:30-7:00 pm, just prior to the opening of the Kirksville Arts Association's Summer on the Square series taking place in their side-yard.**
- **Location:** Every business in the downtown area is invited to participate. We will focus on the area around the downtown square, but businesses just off the square are encouraged to participate. Businesses not located downtown will have an opportunity to set up on in the Bank Midwest Parking Lot. We will instruct you on where to set up within that parking lot closer to date.
- **Participation:** Each participating business is asked to host some sort of ART, either inside their store or on the sidewalk directly outside their store. You could choose to showcase the following types of art: oil painting, pottery, needlecrafts, quilting, metalwork, watercolor, paper art, etc. You may prefer to host some sort of performance art; such as a dancer, small music ensemble, vocalist, blue grass band, mime, or a dramatic performance or reading. **The artist you select should be able to set up inside your establishment if we have inclement weather. This will be very important when pairing up a business with an artist.** This will require many businesses to be open past their normal business hours.
- **In Case of Rain:** We do not have a rain location, to date. We are asking each business to allow the artist to be able to move in off the sidewalk if we have bad weather. If we are able to secure a rain location we will let you know.
- **Artists:** We, our combined committee, encourage you to select an artist you are familiar with. However, if you need help, we can provide you with an artist. Once paired, we will provide you with the artist's contact information. *It is the responsibility of the participating business and the artist to coordinate any special arrangements or set-up needs.*
- **Maps:** Maps will be available at the starting point of the Art Walk, which will be at Gallery 104. During the event, volunteers will be at the corners of the square with maps available for spectators as well.

- **Promotion:** We ask each participating business to promote the event in their store at least 2 weeks before. You may even choose to have a special sale or coupon in conjunction with this event. Each of our organizations will promote this through our usual channels: newsletters, flyers, press releases, area radio shows, social media and websites. Paid advertising of the event will be at the discretion of each individual business owner.
- **Displays:** Each participating business will be responsible for any necessary items required by their artists: display tables, easels, signage etc. We suggest you work with your artists on what will be needed. Many of them will be able to provide everything themselves.
- **Selling:** Artists who are interested in selling their work during the event must collect sales tax on every piece of artwork or hand crafted item sold. Individuals must register with the Missouri Department of Revenue to obtain a sales tax license. Those who already have a sales tax license need to make sure the sales location on the license contains: Kirksville, Adair County or All Sales Tax Locations. If your artist is interested in obtaining a Missouri Sales Tax License, please visit: <https://dor.mo.gov/faq/business/special.php>. If selecting your own artist: please provide us with the name in which their Sales Tax License is registered under, their State Sales Tax ID number, and a copy of their license. We are required to report our vendors to the City of Kirksville.
  - Exemption: Vendors or the vendor's spouse who is at least 65 years old: If the total gross proceeds do not constitute a majority of your annual gross income, you may request from the State to be exempted. Here is the link to the Exemption certificate, <https://dor.mo.gov/forms/2478.pdf>. If approved, you will need to display it during the event.
- **Registration:** Registration is required for all participants so that we may include you in our **MAP**. If you are not registered by the cutoff date we will not be able to include you on the map. Those who are registered early will receive a map to post in their store and a few to hand out to invite people to participate. Businesses and Artists who successfully register early (by Wednesday, May 4th) will be entered into a drawing to win a Featured Business spotlight in the Chamber Newsletter that is published on the back of the Kirksville Daily Express and the NEMO Crier. Winners will be contacted to provide a short biography. The winner will be featured in the June or July 2022 edition.
- Please fill out the attached registration form and return it to the Kirksville Area Chamber of Commerce, PO Box 251, Kirksville, MO 63501. **All participants must be signed up no later than Wednesday, May 11, 2022 to be included on the map.**

**Registration for ART WALK**  
**June 3, 2022**  
**4:30-7:00 pm**

\_\_\_\_\_  
**Business Name**

\_\_\_\_\_  
**Contact Person**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**Phone number**

\_\_\_\_\_  
**Email Address**

Refreshments to be served: \_\_\_\_\_

*Please check all that apply:*

- I represent a **Chamber member** business.
- I represent a **Main Street Kirksville member** business.
- I represent a business that is a member of the **Kirksville Arts Association**.
- I represent a business that is not physically located in the downtown area. I would like to participate by being assigned an area in the Bank Midwest Parking Lot for my business and Artist.

*Artist Pairing Information:*

*This information must be filled out completely in order to be added to the event map.*

- I wish to have the Art Walk Committee provide an Artist for me.
- I wish to provide my own Artist for my business.

**Artist Name:** \_\_\_\_\_

**Artist Phone Number:** \_\_\_\_\_

**Artist Email Address:** \_\_\_\_\_

**Type of Art Displayed or Performed:** \_\_\_\_\_

- My Artist would like to sell their art work or handcrafted items at the Art Walk & I have included a copy of their MO Sales Tax License

**Name as it appears on the MO Sales Tax License:** \_\_\_\_\_

**MO Sales Tax License Number:** \_\_\_\_\_

**Display will be:**  Inside  In a store window  Outside on the sidewalk  Courthouse Lawn

***In the event of rain, each business should have a plan to move the artist/art work indoors.***

- I am able to provide a pop up shelter for my artist to use
- I am not able to provide a pop up shelter for my artist to use

**Please return to Kirksville Area Chamber of Commerce, PO Box 251,  
Kirksville, MO 63501, or fax it to 660-665-3767 no later than Wednesday, May 11, 2022.**