



Cultural District Business Inventory Requirements – Revised Jan 2011

Each Cultural District shall create and maintain an inventory of retail businesses within the Cultural District that sell or display and sell art and cultural products. The first business inventory should be compiled as soon after notification of Conditional Approval as possible, and must be submitted by June 20 in order to achieve final certification. Annual inventory updates reflecting new and closed businesses within the district shall be submitted on July 1 of each year thereafter.

The inventory is necessary so the Louisiana Department of Revenue (LDR) and local tax authorities can identify art sellers for the purpose of reporting to the Department of Culture, Recreation and Tourism. The information will inform program improvements and contribute to the biannual reports required by the Louisiana legislature.

The inventory list shall include:

- Legal Name of the Business or individual
- La. Tax Identification number, or FEIN, if available
- Type/description of business (Ex. Gallery, restaurant, salon, gift shop, antique store, museum, photography studio, etc.)
- Address
- Name of Contact Person and Phone Number

Business Inventory Forms are provided by the OCD and are available online at www.crt.state.la.us/culturaldistricts

Effective March 2010 business inventories for new Cultural Districts need to include **all retail businesses and organizations that handle or sell original art and cultural products**, even if art sales are only a portion of the total business volume. The list should include:

- galleries
- museums
- restaurants
- photography studios
- salons
- art organization with retail outlets
- gift shops
- art seller event sponsors
- antique stores

Submit Business Inventory:

By email to: g.hamilton@crt.state.la.us

By traditional mail to:

Gaye Hamilton, Cultural Districts, PO Box 44247, Baton Rouge, LA 70804