

2015 Holiday Craft Fair of Washington County

Exhibitor Application

Please submit current photos of your booth setup and the goods you will be selling along with this completed and signed application. Booth fees are not required until you receive confirmation that you have been accepted into the Holiday Craft Fair.

Name: _____

Address: _____

City, State & Zip Code: _____

Phone: _____ WI Seller's Permit #: _____

Email: _____

Detailed product description: _____

Other shows you will exhibit at in 2015: _____

Each booth will measure 10' x 10' and include one 8' table and two chairs:

_____ Single Booth \$80.00 _____ Double Booth \$160.00

_____ Electric \$10.00 _____ Extra table/chairs \$5.00/each

Special booth requests: _____

**Washington County Fair Park will not supply any booth materials, decorations or supplies other than noted above. No special booth or location requests will be honored unless noted above. We cannot guarantee that requests will be granted*

Dates to Remember:

For office use only:

April 10 - Application and S-240 forms due

May 8 - Booth notifications mailed back

June 5 - Payment due

June 26 - Last day for refund requests

November 20 – Set up from 8:00 am to 7:00 pm

November 21 – Set up from 6:00 am to 8:30 am, show from 9:00 am to 4:00 pm *Continued on other side...*

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Exhibitor Guidelines

The following guidelines are part of the application and must be agreed to by the exhibitor before acceptance to the show will be granted.

Application:

Exhibitors must return a completed and signed application, including photos of work, an S-240 form and full payment of booth fees. The deadline for applications is April 10, 2015. If application is not accepted, photos will not be returned.

Applicants will be juried on their work by members of the Ag and Industrial Society (AIS) and chosen based on style and originality. This show was originally designed to showcase hand crafted items that cannot be purchased anywhere else. We intend to keep it that way. No mass produced items of any kind will be allowed. If you have questions about this policy, please contact us at 262-677-5060.

All decisions will be made by the AIS pertaining to acceptance/denial into the Holiday Craft Fair and will be considered final.

Booth Space:

Booth size is 10' x 10' for a single, or 20' x 10' for a double. A very limited amount of double booths are available. Exhibitors will be expected to stay within their reserved space. If electricity is not requested on your application, we cannot guarantee it will be available. Vendors found to be using electricity who have not paid for it in advance will be charged \$100.00, to be paid immediately on November 21, 2015.

Set up times are 8:00 am to 7:00 pm on Friday, November 20 and 6:00 am to 8:30 am on Saturday, November 21. Show hours are 9:00 am to 4:00 pm on Saturday, November 21. Vendors not adhering to show hours will lose their opportunity to exhibit the following year. All booth space and walkways must be clear of boxes, totes and packing materials throughout the show.

Sales & Tax:

It is the sole responsibility of the exhibitor to apply, collect and reports sales tax on sales made during the Craft Fair. If an S-240 has not been submitted, you will not be allowed to set up for the show.

The Washington County Fair Park & Conference Center and AIS reserve the right to remove any product or booths deemed unacceptable based on the product guidelines outlined for the show. All paid fees will be forfeited. We are not liable for the loss, theft or damage sustained by any exhibitor for any reason.

By signing, I, the exhibitor agree to the terms and guidelines outlined in the above document.

Signature _____ Date _____

AIS Binding Signature _____ Date _____

Please return to: Washington County Fair Park & Conference Center
Holiday Craft Fair of Washington County
3000 Hwy. PV
West Bend WI 53095

Wisconsin Temporary Event Operator and Seller Information

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

Instructions on reverse side.

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PART A: Event Information: To be completed by the operator of the temporary event

1. Name of Temporary Event HOLIDAY CRAFT FAIR OF WASHINGTON COUNTY
2. Date(s) of Temporary Event NOVEMBER 21, 2015
3. Location of Temporary Event (e.g., Venue, City) WASHINGTON COUNTY FAIR PARK & CONF/CENT

PART B: Operator Information: To be completed by the operator of the temporary event

1. Name and Address WASHINGTON COUNTY AG & INDUSTRIAL SOCIETY, INC
3000 HWY PV WEST BEND, WI 53095
2. Daytime Telephone Number (262) 677-5060
3. Email Address rdzemske@wcfairpark.com
4. Wisconsin Tax Account Number 4 5 6 - 0 0 0 0 4 8 0 0 8 7 - 0 3
If blank, check appropriate box:
☐ No Taxable Sales ☐ Exempt under Occasional Sales Rule ☐ Exempt Nonprofit Organization
☐ Other - Explain: _____

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PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.

THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT - SEE INSTRUCTIONS

1. Legal Name _____
2. Business Name _____
3. Address (Street or Route) _____
4. City, State and Zip Code _____
5. Home Telephone Number () _____
Business Telephone Number () _____
6. Wisconsin Tax Account Number _____ - _____ - _____
7. Social Security Number X X X - X X - _____
8. Federal Identification Number (FEIN) X X - X X X _____
9. Check one box indicating the type of activity you intend to engage in at this event:
☐ Selling Taxable Merchandise or Service ☐ Display Only
☐ Selling Exempt Merchandise or Service ☐ Exempt under Occasional Sales Rule
☐ Direct Sellers, Company Name _____ ☐ Nonprofit Organization

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 ****