

# 2019 Winter Carnival Booth Application

## February 9, 2019

### Carnival Booth Application

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

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

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

City, State & Zip Code: \_\_\_\_\_

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

Email: \_\_\_\_\_

Please indicate the type of game you will be hosting for the event:

\_\_\_\_\_ Game to be provided by Fair Park \$100 – options will be sent out after application is approved

\_\_\_\_\_ Interested in receiving a quote for larger game/inflatable

\_\_\_\_\_ Will be providing our own game \$50 -To be approved by Fair Park Management (AIS)

Game description: \_\_\_\_\_

Amount of space needed for game \_\_\_\_\_

\_\_\_\_\_ Electric needed    \_\_\_\_\_ Tables needed    \_\_\_\_\_ Chairs needed

Number of wristbands needed for people staffing the booth \_\_\_\_\_

Fair Park will be filling and staffing a prize redemption center; please reach out and let us know if you would be willing to help fill this by providing additional prizes for the prize redemption center for guests to exchange their tickets for.

#### Dates to Remember:

January 14 – Application, payment and S-240 due

February 9 – Set up from 8:00 am to 7:00 pm

February 9 – Set up from 7:00 am to 9:30 am, show from 10:00 am to 6:00 pm

#### *For Office Use Only:*

S-240 Rcv'd \_\_\_\_\_ Payment Rcv'd \_\_\_\_\_ Contract Signed \_\_\_\_\_ Email Confirmation Sent \_\_\_\_\_

# 2019 Winter Carnival Booth

## Carnival Booth Application

The following guidelines are part of the application and must be agreed to by the exhibiting organization before acceptance to the event will be granted.

### **Application:**

Organizations must return a completed and signed application, including description of game (if providing your own only), and S-240 form (checking display only). The deadline for applications is January 14, 2019. Please make checks out to Washington County Fair Park and Conference Center. All returned checks will be assessed a \$35 fee per occurrence.

Organizations choosing to provide their own game must have the game approved by Fair Park Management (AIS). Games must fit the event theme, be unique to other games at the event (approvals will be given on a first come, first serve basis) and safe to all patrons and guests at the event. If you have questions about this policy, please contact us at 262-677-5060.

### **Booth Space:**

Booth size will vary depending on the size of the game and will be determined on a case by case basis. Organizations will be expected to conduct all business within their booth(s); there will be no hawking allowed. If electricity is not requested on your application, we cannot guarantee it will be available. There will be no refunds of booth payments once an application is approved and space is held. All booths must be paid in full before vendor will be allowed to set up.

Set up times are 8:00 am to 7:00 pm on Friday, February 8 and 7:00 am to 9:30 am on Saturday, February 9. Show hours are 10:00 am to 6:00 pm on Saturday, February 9. Vendor releases all rights and claims on booth if not checked in by 8:30am Saturday February 9. Fair Park Management (AIS) reserves the right to use any space unoccupied by 8:30am to the best benefit of the show, including renting to another vendor. Re-purposing the space in no way releases vendor from payment obligations set forth in this agreement. Vendors not adhering to show hours will lose their opportunity to attend the following year. Vendors MAY NOT BEGIN teardown before 6pm on Saturday February 9, 2019. All booth space and walkways must be clear of boxes, totes and packing materials throughout the show. Though consideration will be given to returning Organization, booth spaces are subject to change without notice. Subletting or sharing of booth space is prohibited without prior approval from Fair Park Management (AIS).

### **Sales & Tax:**

It is the sole responsibility of the Organization to apply, collect and reports sales tax on sales made during the Winter Carnival. 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 Organizations for any reason.

Washington County Agricultural & Industrial Society nor Washington County assume any liability or responsibility for the safety of vendors or their agents, employees, and property from fire, accidents, theft or any other cause.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to:

Washington County Fair Park & Conference Center  
3000 Hwy. PV ~ West Bend WI 53095  
Email: [dsteger@wcfairpark.com](mailto:dsteger@wcfairpark.com)  
Phone: 262-677-5060 ext. 1222  
[www.wcfairpark.com](http://www.wcfairpark.com)

# Wisconsin Temporary Event Operator and Seller Information

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

*Instructions on reverse side.*

<b>E V E N T  O P E R A T O R</b>	<p><b>PART A: Event Information: To be completed by the operator of the temporary event</b></p> <p>1. Name of Temporary Event _____</p> <p>2. Date(s) of Temporary Event _____</p> <p>3. Location of Temporary Event (e.g., Venue, City) _____</p> <p><b>PART B: Operator Information: To be completed by the operator of the temporary event</b></p> <p>1. Name and Address _____</p> <p>2. Daytime Telephone Number (    ) _____</p> <p>3. Email Address _____</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 type="checkbox"/> Exempt Nonprofit Organization</p> <p><input type="checkbox"/> Other – Explain: _____</p>
<b>S E L L E R</b>	<p><b>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 5px 0;"> <b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</b> </div> <p>1. Legal Name _____</p> <p>2. Business Name _____</p> <p>3. Address (Street or Route) _____</p> <p>4. City, State and Zip Code _____</p> <p>5. Home Telephone Number (    ) _____</p> <p style="padding-left: 20px;">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>

*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](http://revenue.wi.gov/html/temevent.html). If you have additional questions, please contact the Department of Revenue by email at [DORBusinessTax@revenue.wi.gov](mailto: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](http://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](http://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](http://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](http://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.