

2019 Holiday Craft Fair of Washington County

November 23, 2019

Exhibitor Application

1. Please submit current photos of your booth setup and the goods you will be selling along with this completed and signed application (only for new exhibitors). Booth fees are not required until you receive confirmation that you have been accepted into the Holiday Craft Fair. Please make checks out to Washington County Fair Park and Conference Center. All returned checks will be assessed a \$35 fee per occurrence.

Name: _____

Address: _____

City, State & Zip Code: _____

Phone: _____ WI Seller's Permit #: _____

Email: _____

Detailed product description: _____

Other shows you will exhibit at in 2019: _____

Each booth will measure 10' x 10' and include one 8' table and two chairs (if requested below):

_____ Number of tables (first one free; additional \$5 each)

_____ Number of Chairs (first two free; additional \$5 each)

_____ Single Booth \$80.00 _____ Premium/Corner Booth \$90.00

_____ Electric \$10.00

_____ Interested in providing a donation for the raffle drawing

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 and we cannot guarantee that requests will be granted.*

Dates to Remember:

June 7 – Application, payment and S-240 due

November 15 - Booth assignments released

November 22 – Set up from 8:00 am to 7:00 pm

November 23 – Set up from 6:00 am to 8:30 am, show from 9:00 am to 3:00 pm *Continued on other side...*

For Office Use Only:

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

2019 Holiday Craft Fair of Washington County

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 (new exhibitors only), and S-240 form. The deadline for applications is June 7, 2019. 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 quality of products. This show was designed to showcase hand crafted items. No mass-produced items (items sold through wholesale or major retail stores) 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 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 conduct all business within their vendor booth(s); there will be no hawking allowed. 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 23, 2019. 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. Checks will be accepted up until one week prior to the event.

Set up times are 8:00 am to 7:00 pm on Friday, November 22 and 6:00 am to 8:30 am on Saturday, November 23. Show hours are 9:00 am to 3:00 pm on Saturday, November 23. Vendor releases all rights and claims on booth if not checked in by 8:30am Saturday November 23. Agricultural & Industrial Society 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 exhibit the following year. Vendors MAY NOT BEGIN teardown before 3pm on Saturday November 23rd, 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 exhibitors, booth spaces are subject to change without notice. Subletting or sharing of booth space is prohibited without prior approval from AIS.

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.

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 exhibitor 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: dstegeer@wcfairpark.com
Phone: 262-677-5060 ext. 1222
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.

E V E N T O P E R A T O R	<p>PART A: Event Information: To be completed by the operator of the temporary event</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>PART B: Operator Information: To be completed by the operator of the temporary event</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>
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S E L L E R	<p>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 5px 0;"> THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS </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> 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>
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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 ****

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. 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. (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 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. 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.