



**LAKE MILLS ARTISAN'S/FARMERS' MARKET
2016 WINTER MARKET VENDOR APPLICATION FORM**

Saturday, December 10, 2016

9am-3pm (set-up can begin at 6:30am)

Lake Mills Middle School (Cafeteria & Gymnasium) - 318 College Street



Unloading is at Front Entrance; Vehicles Must be Moved Immediately to Designated Lots After Unloading

PLEASE PRINT CLEARLY:

Vendor Name(s): _____ Business Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Cell Phone: () - License Plate: _____ E-mail Address: _____

ALL items you wish to vend must be listed and described in order to be sold: (Attach additional sheets if needed)

Each "booth" will consist of a 10x10 area. **Vendors must provide their own tables, chairs, racks, etc.** All chairs and table legs need padding to protect the gymnasium floors. Availability of double booth spaces is very limited. Allocation will be determined by the Winter Market Committee. Booths are \$45; if you need 2 booths, the cost is \$90. **Additional \$15 late fee is required if application is received after November 1, 2016.** Locations will be assigned by the Artisan/Farmers' Market Manager and Committee.

Each application will be reviewed and juried in by the Lake Mills Artisan/Farmers' Market Committee. Vendors are limited to items that are grown or created by the vendor. Retail/resale products are not allowed. **Please note: We deposit your check upon receipt; this is not a guarantee of acceptance. Should the jury decline your application or a second booth, we will send a refund check to you.**

Applications: Three photos of your work are required for the jurying process. These photos should accurately reflect the diversity of your work, and will be used by the jury to choose our Winter Market participants, so please provide clear photos. **Photos must be sent electronically** to director@lakemillsmainstreet.org and not with your application. **Deadline for electronic photos, application and Seller's Permit is November 1, 2016.** Additional \$15 late fee is required if any information is received after November 1, 2016. Notification of acceptance will be sent by Monday, November 14, 2016.

Electricity/WIFI – regretfully, there is no electricity or WIFI available for vendor use.

Documents to include:

Along with photos of your work, vendors selling or processing any kind of food or beverage (does not include raw produce) must adhere to Jefferson County Health Department Guidelines and regulations. Some vendors will need **food permits**. Note: Please contact the Jefferson County Health Department at 920-262-8094 for permit information. **All vendors must enclose a copy of their Wisconsin Temporary Event Operator and Seller Information – Form S-240 (R.5-14) per Wisconsin State guidelines (see attached document).** **No vendor will be confirmed for the Winter Market without a copy of this permit.**

I, the artist/vendor, have read, understand and agree to abide by the Lake Mills Winter Market rules and regulations. I agree to a production inspection by the Artisan/Farmers' Market Committee or appropriate staff. To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify and hold harmless the elected and appointed officials, employees and volunteers and others working on behalf of the Lake Mills Main Street Program and/or the Lake Mills Public School District, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Lake Mills Public School District and/or the Lake Mills Main Street Program., by reason of personal injury, including bodily injury or death and/or property damage, including the loss of use thereof, which arises or is in any way connected or associated with the Farmers' Market. **All applicants must file a new application every year.**

Applicant's Signature: _____ **Date:** _____

Please return your application form, with a check * payable to The Lake Mills Main Street Program (LMMSPP) to reserve your space(s). Mail to: Lake Mills Main Street Program, 200e Water Street, Lake Mills, WI 53551

Questions can be directed to the Market Manager at 920.397.9582 or by email at lakemillsfm@gmail.com

*Checks returned Non-Sufficient Funds (NSF) will be assessed a \$25 returned check fee by the Lake Mills Main Street Program.

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	PART A: Event Information: To be completed by the operator of the temporary event
	1. Name of Temporary Event <u>LAKE MILLS WINTER MARKET</u>
	2. Date(s) of Temporary Event <u>DECEMBER 10, 2016</u>
	3. Location of Temporary Event (e.g., Venue, City) <u>LAKE MILLS MIDDLE SCHOOL</u>
	PART B: Operator Information: To be completed by the operator of the temporary event
	1. Name and Address <u>ED GRUNDEN</u> <u>200E WATER STREET - LAKE MILLS - WI - 53551</u>
	2. Daytime Telephone Number <u>(920) 397-9582</u>
	3. Email Address <u>lakemillsfm@gmail.com</u>
	4. Wisconsin Tax Account Number <u> - - </u> If blank, check appropriate box: <input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input checked="" type="checkbox"/> Exempt Nonprofit Organization <input type="checkbox"/> Other – Explain: _____
	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 <u> - - </u>	
7. Social Security Number <u>X X X - X X - </u>	
8. Federal Identification Number (FEIN) <u>X X - X X X </u>	
9. Check one box indicating the type of activity you intend to engage in at this event: <input type="checkbox"/> Selling Taxable Merchandise or Service <input type="checkbox"/> Display Only <input type="checkbox"/> Selling Exempt Merchandise or Service <input type="checkbox"/> Exempt under Occasional Sales Rule <input type="checkbox"/> Direct Sellers, Company Name _____ <input type="checkbox"/> 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 ****

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.