



# 2020 Sweet Corn Festival Craft Show & Sale Application

- **Dates:** Saturday, August 22 and Sunday, August 23, 2020. Only vendors committed to both days should apply.
- **Time:** Saturday, 11:30 a.m. - 7:00 p.m., Sunday, 11:30 a.m. - 5:00 p.m. (With option to stay open later, either one or both nights if you would like.) Supplies must be unloaded by 10:30 a.m.
- **Setup:** 8:00-11:15 a.m. on Saturday and 9:15-11:15 a.m. on Sunday. Staff will not be on site before these times. Early set-up is not allowed. Space is 12' x 12'. A tent is **not** provided. Crafters will be located on the upper grounds area of the festival. **Fee is \$100.** Vehicle parking and unloading next to craft area is **not** available. It is suggested to bring a cart or dolly. There is no camper/overnight parking on site.
- **Location:** Angell Park, Sun Prairie, WI. Off of County Highway N/ Grove St.
- **Crafts:** Only **handmade** crafts will be allowed for sale. **No imports!** Any objectionable merchandise will not be permitted. Include two photos with your application: one of the items and one of the items being created. **Applications without a photo will be returned.**
- **General:** This event, sponsored by The Sun Prairie Chamber of Commerce, has a large attendance. Other attractions include a carnival, game booths, beer tent, bingo, midget auto races, entertainment, food stands and steamed sweet corn.
- **Information:** This is an outdoor show. Furnish your own tent, tables, chairs and displays. Booths may be located on a gravel/dirt surface - you may want to use a tarp or other covering for the base of your booth to help prevent dirt/dust build-up. Playing music and the use of car batteries is not allowed. Generators and other equipment must be approved ahead of time. It is highly recommended that you take down Saturday and set up again on Sunday, as there is no overnight security. Recommendation from Chamber: **Carry your own liability insurance.** This is a highly publicized event, locally and state-wide. Banners will be put up around the festival grounds to show where the craft area is located— near the main parking lot. Advance notice is needed if handicap parking is necessary. No pets allowed.
- **Exhibitors:** Space is reserved on a first-come, first served basis if media isn't full—previous vendors can renew their same booth space through April 17, 2020. Electricity and water are not available. Like media will not be placed next to each other but Chamber reserves the right to accept crafters with same media. All spaces must be approved by the Chamber of Commerce. Included is the sellers "Operator/Vendor" information required by the WI Dept of Revenue which must be completed and returned to the Chamber by the July 10 deadline. The Chamber of Commerce reserves the right to locate and approve or refuse all applicants.
- **Fee:** Make check, in the amount of \$100, payable to Sun Prairie Chamber of Commerce. **Full payment and tax ID # due with application in order to reserve space.** *Include a self-addressed, stamped envelope with 2 current rate postage stamps.* Your canceled check is your proof of acceptance into the show. Refunds are not issued.
- **Deadline:** Friday, July 10 or until show is filled—whichever comes first. No late registrations accepted.

**Map/final information will be sent approximately ten days prior to the event and will include a parking pass.**

## Sweet Corn Festival Craft Fair

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ WI TAX# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

Product Description \_\_\_\_\_

*(The Sun Prairie Chamber of Commerce will not assume responsibility for any losses or accidents.)*

Include two photos of your work with application (one must include items being created) - applications without photos will be rejected.

I agree not to hold the Sun Prairie Chamber of Commerce or the Sun Prairie Fire Department liable for any damaged articles or stolen goods left in Angell Park at any time during the Sweet Corn Festival.

Your Signature: \_\_\_\_\_

Return to: Sun Prairie Chamber of Commerce  
 109 E Main Street, Sun Prairie, WI 53590  
 (608) 837-4547 fax: (608) 837-8765  
 e-mail: spchamber@tds.net www.sunprairiechamber.com

*For Office Use: Corn fest craft fair*

Date Received	Amount	Check #

# 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>
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<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: 5px; text-align: center; margin: 10px 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> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Selling Taxable Merchandise or Service</td> <td><input type="checkbox"/> Display Only</td> </tr> <tr> <td><input type="checkbox"/> Selling Exempt Merchandise or Service</td> <td><input type="checkbox"/> Exempt under Occasional Sales Rule</td> </tr> <tr> <td><input type="checkbox"/> Direct Sellers, Company Name _____</td> <td><input type="checkbox"/> Nonprofit Organization</td> </tr> </table>	<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
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<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](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.