

# 36th Annual Art Fair on the ~~Courthouse~~ Hodag Park Lawn

**Saturday June 10, 2023 | 9 am to 3 pm**

**WE KNOW...THIS IS STRANGE.** We wish we could have the event on the Courthouse lawn but this year it just isn't possible with scheduled road construction during June on the surrounding streets! Please join us for 'the year it was at Hodag Park'!

## Booth Application and Exhibitor/Vendor Requirements

THIS APPLICATION SHALL BECOME A CONTRACT UPON ACCEPTANCE BY THE RHINELANDER AREA CHAMBER OF COMMERCE AND UPON RECEIPT OF FULL PAYMENT OF REGISTRATION FEE.

### Booth Prices and Sizes

#### Arts & Crafts

Single: 10' x 10' - \$75  
Double: 10' x 20' - \$100  
Triple: 10' x 30' - \$125

#### Food

Single: 10' x 10' - \$150  
Double: 10' x 20' - \$250

### Overview

- ◆ The Chamber reserves the right to make booth location adjustments as deemed necessary for the successful operation of the event.
- ◆ Booth spaces may not be transferred, sold or sublet.
- ◆ No electricity or security is provided.
- ◆ All sales activities and displays must be confined to exhibitor booth space.
- ◆ All participants are responsible for making sure their exhibition area is clean of waste during and after the show.
- ◆ Exhibitors shall furnish their own tables, chairs and tent canopies.
- ◆ All participants will refrain from the operation of any machine, or to project sound at a level, which might be objectionable or interfere with the overall success and enjoyment of the event.
- ◆ All participants will provide any safety guards, shields, or precautions to prevent possible injury to event attendees, residents and visitors (includes tent weights). We strongly recommend food vendors have a working fire extinguisher in the booth.
- ◆ All participants agree not to distribute any dangerous or harmful articles of any kind.
- ◆ *No refunds will be issued. Event held rain or shine.*

### Exhibitor Application Acceptance

- ◆ Arts and Crafts Exhibitors must send pictures of themselves physically producing their items, as well as pictures of the final products to be sold, to the Chamber with their application in order for the Art Fair Committee and Chamber staff to deem products acceptable. Food Vendors must provide a complete list of items to be sold.
- ◆ If Exhibitors participated in a previous show, photos are not required.

### Set Up - 5:30 am to 8:30 am

- ◆ **Early Set Up is Prohibited**
- ◆ **ALL PARTICIPANTS MUST CHECK IN** at the Chamber booth **BEFORE** setting up.
- ◆ Exhibitors may park on the street near their booth for unloading. **Vehicles must be moved immediately after unloading to a designated parking area.**
- ◆ **Vehicles must be parked no later than 8:30 a.m.** **Unmoved vehicles will be towed at owner's expense.**
- ◆ Certain areas and streets will be barricaded for concession and safety purposes.
- ◆ *Please Be Cooperative and Respectful of Fellow Exhibitors.*

### Tear Down - 3 pm

- ◆ No tables or materials may be removed before 3:00 p.m.
- ◆ Exhibitors may park near their booth for loading **AFTER 3:00 p.m.**
- ◆ **Vehicles must be moved immediately after loading, or they will be towed at the owner's expense.**

### Products Sold

The Chamber reserves the right to question, deny and remove any exhibitor and/or products that do not comply with the rules and integrity of the show. Failure to comply with the rules may result in expulsion from the show without refund.

- ◆ Participants must present their **OWN** work. **ALL ARTS OR CRAFT ITEMS MUST BE HANDMADE.**
- ◆ **NO PRE-PURCHASED, MASS PRODUCED OR IMPORTED ARTS OR CRAFT ITEMS WILL BE PERMITTED.**
- ◆ Reproductions must be signed and numbered.
- ◆ Comply with all State, County and City ordinances which govern the operation of public events.

### Parking

- ◆ No overnight camping is permitted in the city limits of Rhinelander. Please contact the Chamber for a list of accommodations.
- ◆ **DRIVING ON THE HODAG PARK GRASS IS PROHIBITED**

Applications will be reviewed at Art Fair Committee meetings, and exhibitors and vendors accepted will receive notification of the Art Fair Committee's determination.

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Completed form, full payment and tax form must be returned to the Chamber.

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

WI SELLER'S PERMIT #: \_\_\_\_\_

PLEASE INCLUDE A COMPLETED WI TAX FORM S-240 (also attached for your convenience)

## PLEASE INDICATE TYPE OF CATEGORY:

- |  |   |  |                                      |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> WOODWORKING (Non-Furniture) | <input type="checkbox"/> GLASS ITEMS            | <input type="checkbox"/> FURNITURE             | <input type="checkbox"/> CLOTHING    |
| <input type="checkbox"/> JEWELRY                     | <input type="checkbox"/> METAL                  | <input type="checkbox"/> PAINTINGS             | <input type="checkbox"/> PHOTOGRAPHY |
| <input type="checkbox"/> FABRIC                      | <input type="checkbox"/> OTHER (Describe Below) | <input type="checkbox"/> FOOD (Describe Below) |                                      |

**Complete Description of Items:** (Please include pictures of the process and products for all Non-Food Items)

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**BOOTH LOCATION REQUESTED FOR 2023 ART FAIR:** \_\_\_\_\_

We will do our best to accommodate requests but they are not guaranteed – we reserve the right to make adjustments as deemed necessary.

Arts & Crafts - ☐ Single: 10' x 10' - \$75 ☐ Double: 10' x 20' - \$100 ☐ Triple: 10' x 30' - \$125

Food - ☐ Single: 10' x 10' - \$150 ☐ Double: 10' x 20' - \$250

## FULL PAYMENT AND TAX FORM MUST BE INCLUDED TO RESERVE BOOTH SPACE. NO EXCEPTIONS.

By signing this application, I assume all responsibility for my exhibit and hereby release the Rhinelander Area Chamber of Commerce, Chamber employees and volunteers, the event sponsor and its employees and volunteers, the City of Rhinelander and Oneida County from claims of loss or damage of any kind. I have read the terms of the Art Fair on the Hodag Park Lawn and I understand and agree to comply with the requirements and rules. I also certify that all items displayed and sold in my booth have been designed and created by me from raw materials and not manufactured items I purchase and amended.

By signing this application, I hereby release and agree to hold harmless the Rhinelander Area Chamber of Commerce, Chamber employees and volunteers, the event sponsor and its employees and volunteers, the City of Rhinelander and Oneida County from any damage to my property or any personal injury which I or my employees/helpers may sustain while participating at the Art Fair on the Hodag Park Lawn. Further, I agree to abide by the rules for participation as listed in this agreement. I understand that failure to follow the policies and guidelines may result in expulsion from the Art Fair on the Hodag Park Lawn and face any legal action that may result from the Exhibitor's actions. I agree to be responsible for all applicable local, state and federal taxes. I understand that the Chamber and related organizations do not carry insurance to cover personal property, and that all exhibit materials and products related to the Art Fair on the Hodag Park Lawn are stored and displayed at the my own risk. The Rhinelander Area Chamber of Commerce suggests all Exhibitors maintain their own insurance. The Chamber will not be responsible for the safety of property from theft, damage from fire, water, storm or any other causes. Participants are advised to carry insurance for loss and public liability. Participants are charged with knowledge of all applicable laws, ordinances and regulations. The Chamber reserves the right to restrict exhibits because of noise, method of operation, materials, or for any reason that becomes objectionable. The Chamber also reserves the right to prohibit or evict participants who may detract from the general character of the Art Fair as a whole. The Chamber will not provide any refunds. In the event of flood, fire, strike, riot, civil commotion, and act of God, other uncontrollable circumstance, the Chamber may decide to cancel the event. Otherwise, the Art Fair will be held rain or shine on Saturday, June 10, 2023. **THERE IS NO RAIN DATE.**

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

**CHECK PAYABLE TO: RACC (Rhinelander Area Chamber of Commerce)**

**RHINELANDER AREA CHAMBER OF COMMERCE | POST OFFICE BOX 795 | RHINELANDER, WI 54501**  
**715-365-7464 | [www.RhinelanderChamber.com](http://www.RhinelanderChamber.com)**

### Chamber Use Only -

Date Received _____	Juried _____	Accepted _____	Booth # _____
Paid: Check # _____	Cash _____	Credit Card _____	Staff Name _____

# S-240 Side 1 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>	<b>PART A: Event Information: To be completed by the operator of the temporary event</b>
	1. Name of Temporary Event _____
	2. Date(s) of Temporary Event _____
	3. Location of Temporary Event (e.g., Venue, City) _____
	<b>PART B: Operator Information: To be completed by the operator of the temporary event</b>
	1. Name and Address _____ _____
	2. Daytime Telephone Number (      ) _____
	3. Email Address _____
	4. Wisconsin Tax Account Number _____ - _____ - _____ If blank, check appropriate box: <input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input type="checkbox"/> Exempt Nonprofit Organization <input type="checkbox"/> Other – Explain: _____
	<b>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</b>
<div style="border: 1px solid black; padding: 2px; text-align: center;"><b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</b></div>	
<b>S E L L E R</b>	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: <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](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 8901  
Madison WI 53708-8901

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.