



CRAFT VENDOR APPLICATION

FALL FEST in New London, WI

Craft Fair Date: September 10, 2022
Craft Fair Time: 9a.m. - 3p.m.

Business / Group Name: _____ Direct Seller: ___ Yes ___ No

Contact Person's Last Name: _____ First Name: _____

Mailing Address: _____

City, State and Zip: _____

Phone Number: _____ Email Address (required): _____

All set-up information will be sent through email only the week of event

I am a returning vendor from **2021** requesting same location as last year _____ Yes _____ No

- *We will do our best to accommodate your request based on availability, previous spots are not guaranteed*

Electricity Requested: **YES** (\$10 charge) **NO** *Power is very limited and fills up fast.

Over 12 amps (i.e. more than 1 Nesco) will require your own generator

List a description of items being sold (Crafts / Produce / Antiques). We will only be accepting vendors who are selling a product or doing an approved activity that interacts with the crowd. **Information only applications will not be approved.** Food items must be detailed and specific to avoid duplication (some snack food may be duplicated). **ALL** applications are taken on a first come, first serve basis.

Reservation Deadline: Vendor spaces are limited and will be on a first come, first serve basis. Deadline for early bird reservations: August 3, 2022 – See pricing below.

Early Bird Rate:

On or before 8/03/2022 Single Space 15' wide X 10' deep \$35.00 _____

On or before 8/03/2022 Double Space 30' wide X 10' deep \$70.00 _____

Power Needed \$10.00 _____

Regular Rate:

After 8/03/2022 Single Space 15' wide X 10' deep \$50.00 _____

After 8/03/2022 Double Space 30' wide X 10' deep \$100.00 _____

Power Needed \$10.00 _____

- Please note: no vendor information will be shared outside of the NL Chamber of Commerce
- Write checks payable to the NL Chamber of Commerce
- Please complete and return the enclosed WI Temporary Event Operator & Seller Form
- Email Director@newlondonchamber.com or send form, seller form and payment to: New London Chamber of Commerce
420 N. Shawano St.
New London, WI 54961

Application is under review until confirmation phone call from the Chamber is received. If you do not receive a phone call, your application is not approved. All set-up information will be sent thru email the week of event.

Office Use Only: Initials _____ Date Approved _____ Invoice # _____ Cash or Check _____ Check # _____ LY Space # _____

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 _____
	2. Date(s) of Temporary Event _____
	3. Location of Temporary Event (e.g., Venue, City) _____
	PART B: Operator Information: To be completed by the operator of the temporary event
	1. Name and Address _____ _____
	2. Daytime Telephone Number () _____
	3. E-mail 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: _____

S E L L E R	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 _____ - _____ - _____
	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 FAQ's can be found on the Department of Revenue's website at www.revenue.wi.gov/html/temevent.html. If you have additional questions, please contact the Department of Revenue by e-mail at tempvtprg@revenue.wi.gov or telephone at (920) 832-2910. See reverse side for submission instructions.

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 web site at www.revenue.wi.gov/forms/sales/index.html. If you prefer, you may use the fill-in form available from the same web site.

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 www.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 <http://www.revenue.wi.gov/eserv/wteptran.html> or by U.S. Mail. Do not e-mail event reports to maintain confidentiality.
- **Paper Reporting:** Mail completed Forms S-240 or a printed version of spreadsheet to:

Temporary Events Program
Wisconsin Department of Revenue
265 W Northland Ave
Appleton WI 54911

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 web site, www.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 web site, 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.