



March 1, 2021

Dear Outagamie County Fair Vendor / Partner:

Excitement is in the air as we begin preparation for the 137th Outagamie County Fair scheduled for July 21 to 25, 2021. Make sure to reserve your space as soon as possible because vendor space is limited. **The absolute deadline to have last year's space held for you is May 1, 2021.** After this time, vendor space not reserved will be offered to those on our waiting list. This year there will be free music acts on our new midway stage. There will be motorsports and other events in the grandstand throughout the week.

	<u>MIDWAY STAGE</u>	<u>GRANDSTAND</u>
Wednesday		Farm Tractor Pull
Thursday	Country band	Truck and Tractor Pull
Friday	Country band	410 Sprint Car Racing
Saturday	Rock band	To Be Announced
Sunday (noon)	Polka band	Motor Madness Demo Derby

Please complete the attached **Vendor Application** and send it back along with your **Power Request Form**, and **Wisconsin Temporary Event Operator and Seller Information** form. Please refer to the attached **Rate Guide** and **Rules and Regulations** when completing your application. If possible, please also include your required **Certificate of Insurance** (naming the Outagamie County Fair Association as an additional insured) with your returned contract, or have it emailed to me at manager@OutagamieCountyFair.info as soon as possible. We will again be offering chair rentals and plain or skirted table rentals for those that need this service.

Food vendors will have 5% commission fee in addition to the footage charge.

Here is an example of what this would look like:

You have a 15 foot stand @ \$36/foot = \$540 for the space.

You will report sales by 12pm the day after (Wednesday sales will have to be reported by 12pm Thursday)

Commission will not be owed until you have sales that surpass your footage fee.

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Assumed Sales	\$200	\$400	\$400	\$800	\$800	\$1100
5% Commission owed	\$0	\$3	\$20	\$40	\$40	\$55

Total Commission owed to the Fair = \$158.00

Please note that there is a **required security deposit**.

- **SECURITY DEPOSIT** – A security deposit equal to ½ space rental fee is required along with rental fee. (Security deposit capped at \$200 for inside vendors and \$500 for outdoor or food vendors.) The security deposit will be held to guarantee that vendor's booth and display remain open for business and intact until 5:00 PM Sunday and that the vendor fulfills all contract requirements

PO Box 246, Seymour, WI 54165 920-833-2941
outagamiecofair@yahoo.com

and surrenders space in a clean and undamaged condition. For vendors who have met the above conditions, the security deposit will be returned by check 30 days after the fair.

Please do not send payment with application. Contracts will be sent out as applications are received and payment will be due with contract.

Please call me at (920) 833-2941 or email me at manager@OutagamieCountyFair.info, if you have any questions about this year's fair. If you are **not** planning to attend this year please let me know as soon as possible so that I may offer your spot to a new vendor. We would like to thank you for your past involvement in making the fair a great success and we hope that you will join us again. Remember, the absolute deadline for past vendors to reserve your space is May 1. We look forward to seeing you at the fair!

Sincerely,

Brian Stille

Brian Stille
Outagamie County Fair Manager



2021 VENDOR SPACE RATE GUIDE

GENERAL RULES (see application for additional rules and information)

- Rent and security deposit will be calculated by the Outagamie County Fair Association
- Trailers may remain overnight in fair designated parking areas.
- Trailers or trucks requiring electricity for cold storage - \$250 each.
- Campsites are available on a first come - first served basis for \$150.00 each.
- Additional fee may apply for heavier electric use (determined by fair electrician).
- Skirted Tables \$40, Plain tables \$25, Padded chairs \$5 – or bring your own tables and chairs.
- Additional passes may be purchased by 12:00 PM Wednesday (daily \$5 each, season \$10 each)
- **Security deposit** - A security deposit equal to ½ space rental fee is required along with rental fee. (Security deposit capped at \$200 for inside vendors and \$500 for outdoor or food vendors.) The security deposit will be held to guarantee that vendor's booth and display remain open for business and intact until 5:00 PM Sunday and that the vendor fulfills all contract requirements and surrenders space in a clean and undamaged condition. For vendors who have met the above conditions, the security deposit will be returned by check 30 days after the fair.
- No holes are to be made in the blacktop area without prior approval of the OCF. Non-compliance may result in loss of security deposit.
- Liability insurance is required. Insurance may be purchased as an additional insured under the Outagamie County Fair Association's policy for \$100 per booth.
- All vendor assigned locations will be assigned on an annual basis and may change from year to year.
- Food vendors are responsible for a commission fee of 5% on all sales above the footage fee.
- Basic services fee applies to all vendors – **see below**.
- Electrical drop – **Basic Fee** includes 1 electrical drop per unit (trailer, tent, truck, camper, etc) For any additional electrical drops, there will be an additional \$100 fee. Please note all required electrical drops on application. Late notice of any electrical drops will incur additional fees.
- The fair electrician will be assigned all power hook-up tasks through the fair office. Please do not contact the electrician directly.

INDOOR SPACES

Multiple indoor spaces may be combined as one booth

10' x 10'
\$200

Vendor's display, signs, and personnel must remain within the assigned space.

10' x 15' wide
\$300

Vendor's display, signs, and personnel must remain within the assigned space.

+ Basic services fee: \$35.00 for all vendors (includes 2 season passes, pipe and drape, basic 110v electricity, and internet).

OUTDOOR SPACES (other than food)

Basic section is 10 feet wide by 15 feet deep plus additional space in 5 foot increments.

10' wide x 15' deep \$200	5' x 15' +\$100 each additional five feet
Vendor's display, signs, and personnel must remain within the assigned space.	

Large Ag and Equipment displays

Call for pricing

+ Basic services fee:

\$35.00 per unit (includes 2 season passes per unit, **110v** electricity).

OR

\$65.00 per unit (includes 2 season passes per unit, **220v** electricity).

FOOD VENDOR SPACES

Base section is 10 feet wide by 15 feet deep - additional space in 5 foot increments.

<p>10' wide x 15' deep</p> <p>\$360</p> <p>Vendor's trailers, tents, tie downs, signs, awnings, and personnel must remain within the assigned space.</p> <p>Supply storage trailers and trucks will generally not be allowed in the midway area. Trucks and storage trailers requiring electricity must be parked per management direction.</p>	<p>5' x 15'</p> <p>+ \$180 each additional five feet</p>	<p>\$250.00 per supply truck/trailer requiring electricity (includes 2 season passes per unit, electricity).</p> <p>Please list each unit/tent/trailer/truck (including storage trailers and trucks).</p> <p>Customer access is presumed to be from the pedestrian boulevard. If you wish to have other customer access points, please request sufficient space to accommodate your customers.</p>
<h3 style="margin: 0;">PEDESTRIAN BOULEVARD</h3>		

Fryers, grills, and other cooking appliances that use or produce oil/grease are subject to inspection by the fire inspector. Units that must be inspected will incur a \$60 surcharge to help cover this cost. Please indicate on the application if the unit will be using a fryer, grill, or other cooking appliance that uses or produces grease or oil.

Food vendors are responsible for a commission fee of 5% on their gross receipts above the footage fee.

+ Basic services fee:

\$50.00 **per unit** (includes 2 season passes per unit, 1 electrical drop (**110v**), water).

OR

\$100.00 **per unit** (includes 2 season passes per unit, 1 electrical drop (**220v**), water).



OUTAGAMIE COUNTY FAIR

JULY 21-25, 2021

COMMERICAL VENDOR

APPLICATION

RATE GUIDE

RULES & REGULATIONS

By signing the 2021 Outagamie County Fair Commercial Vendor's Contract, you are hereby acknowledging that you have **read and agree** to all stated rules and regulations of the Outagamie County Fair Association. Violation or non-compliance of these rules will result in the Outagamie County Fair Association's decision to request your immediate removal from the fairgrounds. Such removal will result in the loss of the exhibitor's deposit, and may result in your inability to return in future years.

A NOTE TO ALL COMMERCIAL EXHIBITORS

Please read all of the contents of this booklet. The Outagamie County Fair Association, Inc. has made some changes in the Rates and the Rules and Regulations this year. You are expected to be aware of these changes and comply with them. Please take the time to update yourself on the Rules and Regulations of the Outagamie County Fair. **You will be held accountable for all rules in this booklet.**

Below is contact information for the Outagamie County Fair:

Fair Manager:	Brian Stille
Mailing Address:	P.O. Box 246 Seymour, WI 54165
Telephone:	(920) 833-2941
Manager Email:	manager@outagamiecountyfair.info
Fairgrounds Location:	637 N Main St Seymour, WI 54165
Fair Email:	outagamiecofair@yahoo.com
Fair Website:	www.OutagamieCountyFair.com

GENERAL INFORMATION, RULES, AND REGULATIONS

It is understood that the following information, rules, and regulations are a binding part of the space rental contract.

FOOD VENDOR COMMISSION

For food vendors there is a 5% commission in addition to the footage charge.

FAIR MANAGEMENT - The fair is produced by and is the property of the Outagamie County Fair Association, hereafter referred to as OCFA. OCFA will provide all fair functions and establish all fair policies. Each vendor renting space must sign the space rental contract which includes this general rules contract.

SUBLETTING OF SPACE - Not permitted.

CONTRACT DEADLINE - Signed space and rules contracts must be returned by the due dates specified or the space will be rented to the next vendor. It is your responsibility to have the signed contracts returned by the due date. No exceptions. Deadline will be enforced.

CANCELLATION OR WITHDRAWAL

- The vendor shall give the OCFA notice in writing of their intention to cancel or withdraw from the fair.
- In the event a vendor cancels/withdraws prior to June 1, no rental fees will be refunded but may be credited to a following year's rental fee.
- In the event a vendor cancels/withdraws prior to July 1, no rental fees will be refunded but ½ of the rental fee may be credited to a following year's rental fee.
- In the event a vendor cancels/withdraws after June 30, no rental fees will be refunded or credited.
- In the event of cancellation, the OCFA shall have the right to use said space to suit its own convenience, including selling the space to another vendor without any refund to the canceled vendor.

DEFAULT OF OCCUPANCY - In the event any vendor fails to occupy said space by the set-up deadlines noted below, the vendor shall forfeit the entire rental fee.

PREMISES OCCUPANCY - In case the Outagamie County Fairgrounds is destroyed or damaged, or if the fair fails to take place as scheduled or is interrupted and/or discontinued or access to the premises is prevented or interfered with by any reason or act of God, emergency declared by any government agency or by fair management, or for any other reason, this contract may be terminated by the OCFA. In the event of such termination, the vendor waives any and all damages and claims for damages, and agrees that the sole liability of OCFA shall be to return to each vendor their space payment, less their pro-rated share of all costs and expenses incurred and committed by the OCFA.

FAIR HOURS - The Outagamie County Fair Expo Building will be open to the public Wednesday through Sunday. Each vendor is encouraged to keep at least one attendant in their booth during all designated times except for restroom or lunch breaks. OCFA cannot be held responsible for any theft, damage, vandalism, or any activity causing loss to the vendor. Set-up and sales times noted below. **Hours are subject to change at the discretion of the OCFA.**

SET UP TIMES

	Monday	Tuesday	Wednesday
Indoor	By appt.	10:00 a.m. - 8:00 p.m.	9:00 a.m. – 11:00 a.m.
Outdoor	10:00 a.m. - 8:00 p.m.	10:00 a.m. - 8:00 p.m.	--- no ---
Food	10:00 a.m. - 8:00 p.m.	10:00 a.m. - 8:00 p.m.	--- no ---

SALES TIMES

	Wednesday	Thursday – Saturday	Sunday
Indoor	12:00 p.m. - 9:00 p.m. Required	10:00 a.m. - 9:00 p.m. Required	10:00 a.m. - 5:00 p.m. Required
Outdoor	12:00 p.m. - 9:00 p.m. Required	10:00 a.m. - 9:00 p.m. Required	10:00 a.m. - 5:00 p.m. Required
Food	12:00 p.m. - 11:00 p.m. Required	10:00 a.m. - 11:00 p.m. Required	10:00 a.m. - 5:00 p.m. Required

TEAR DOWN TIMES

	Sunday	Monday
Indoor/Outdoor/Food	5:00 p.m. – 8:00 p.m.	9:00 a.m. – 5:00 p.m.
	Vehicle access after 5:30 p.m.	Vehicle access all day

1. During required hours of operation, all exhibits must remain open for business, be fully set up and make every attempt to staff your area. All vendors are expected to convey a professional behavior and dress appropriately. Vendors are not allowed to have beer or alcoholic beverages in their booths during hours of operation. Violation of any part of these requirements without prior approval may result in removal from location and rental fees. Such removal may result in your inability to return in future years.
2. In fairness to all exhibitors and the public, all food stands must be staffed during the above noted hours. Unstaffed booths during these hours will result in the loss of the vendor's deposit.
3. Most outside booths are located on asphalt. Please keep this in mind for set up of your tents/displays.
4. No holes are to be made in the blacktop area without prior approval of the OCFA. Non-compliance may result in loss of security deposit.
5. Vendors may not exhibit or sell any product, commodity or merchandise that has not been listed on the contract and approved by the Outagamie County Fair Association, Inc.
6. No tear down of indoor or outdoor booths will be allowed before 5:00 p.m. on Sunday. Failure to comply with this rule will result **in the loss of security deposit.**
7. The vendor cannot hold the OCFA liable for any and all claims for compensation from any loss of revenue incurred as a result of an interruption of any utility services (electric and water).
8. All booths/exhibits must be torn down by 5:00 PM on Monday following the fair.

TEAR DOWN TIMES

All vendors must remain fully set up and operating until 5:00 p.m. on Sunday. Failure to comply with this rule will result in **the loss of security deposit.**

VEHICULAR DELIVERY AND REMOVAL OF MATERIALS - Delivery or removal of supplies by vehicle will be permitted around the expo building or midway areas every morning until 9:00 a.m. No delivery trucks or other vehicles will be permitted after 9:00 a.m.

INSTALLATION AND DISMANTLING - All vendors must check in at the fair office before setting up for the fair. All food and outdoor vendors must be set up by 7:00 p.m. on Tuesday. All indoor vendors must be set up by 11:00 a.m. on Wednesday. Dismantling may start at 5:00 p.m. on Sunday of fair week. Check-out will begin at approximately 5:30 p.m. No vehicles will be allowed up by the exhibit and vendor buildings or midway until after 5:30 p.m. Sunday.

ARRANGEMENTS OF DISPLAYS - All vendors shall arrange their displays so they utilize only the booth area for which they have contracted. Aisles, where applicable, may not be used by any vendor. Vendors will not be allowed to hand out or give away any literature or items outside the confines of their respective booth, or call out to visitors.

COMMISSION

1. All food vendors will pay a 5% (five percent) commission on their gross receipts above the footage fee to the Outagamie County Fair Association.

2. Food vendors are required to reconcile with the Fair office by noon on Thursday, Friday, Saturday, and Sunday and at final checkout on Sunday.

3. All food vendors must reconcile and pay their bills at the Fair office before leaving the fairgrounds on Sunday.

4. The deposit fee will be returned by check 30 days after the fair if vendor is in compliance with all rules and regulations.

APPEARANCE - A vendor is responsible for keeping their booth neat and orderly. Displaying an unfinished surface to a neighboring booth is not permitted. Vendors must arrange to remove and dispose of trash in trash receptacles supplied by the OCFA. All booth personnel shall wear socially acceptable attire.

CAMPSITES - Campsites are available on a first come - first served basis for \$150.00 each.

GATE PASSES - Season gate and parking passes will be provided to vendors. The number of passes shall be determined according to the 2021 OCFA Vendor Rate Guide. Additional daily passes may be purchased for \$5.00 each (includes parking) prior to 12:00 PM, July 21, 2021.

SAFETY, FIRE, AND HEALTH – Each vendor must comply with all safety, fire, and health ordinances and laws of the City of Seymour, County of Outagamie, and the State of Wisconsin.

INSURANCE - Vendors must provide a certificate of liability insurance listing the OCFA as an additional insured and certificate holder. OCFA will take precautions to safeguard vendor's property by means of night security. However, the OCFA will not be liable for any damage or loss to vendor's property through theft, fire, accident, or any other cause. Vendors must insure their own display and materials. A current certificate of insurance must be provided before any setup is allowed – no exceptions.

WISCONSIN INFORMATION FORM - Each vendor must furnish a completed Wisconsin Temporary Event Operator and Sellers Information Form. This form is required by the State of Wisconsin.



2021 Vendor Application Form

Fairgrounds Location / Information

Outagamie County Fair Association
637 N. Main Street
Seymour, WI 54165
Phone (920) 833-2941

Mailing Address / Contact Information

Brian Stille, Fairgrounds Manager
Outagamie County Fair
P.O. Box 246, Seymour, WI 54165
manager@OutagamieCountyFair.info

Fair Dates: July 21 - 25, 2021

Application Date: _____

Legal Business Name: _____

DBA: _____ TIN Number / SS#: _____

Name of Owner: _____

Name of Onsite Manager: _____

Permanent Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: (____) _____ Cell Phone (Required): (____) _____

Email (Required): _____

Web Address: _____

Social Media: _____

The information and attachments listed below are all required.

- Description of your business and list of ALL products you wish to sell/distribute.
- Food vendor - list of all foods you wish to sell (or attach a complete menu).
- Wisconsin Temporary Event Operator and Seller Information
- Photos or diagrams of your display/booth/tent/trailer indicating service windows.
- Completed power request form for each trailer/truck/tent/booth.

Final approval of the application and each item sold is at the discretion of the Outagamie County Fair.

VENDOR SPACE: Cost is based on location. Please refer to the 2021 vendor rate guide for costs and size options. Applicant will be billed for security deposit and space rental when contract is issued.

- Indoor space requested: _____ feet wide x 10 feet deep.
- Outdoor space requested: _____ feet wide x 15 feet deep. Preferred electric _____ 110v or _____ 220v
- Outdoor machinery space requested: _____ feet wide x _____ feet deep (call for availability).
- Food Vendor: (See rate sheet. Requested space must include awnings, overhangs, trailer hitches, tent stakes, etc.)

- | | |
|---|--------------------------|
| | ↓ Number of Drops ↓ |
| <input type="checkbox"/> Unit 1: _____ feet wide x 15 feet deep. Fryer or Grill: Yes or No | _____ 110v or _____ 220v |
| <input type="checkbox"/> Unit 2: _____ feet wide x 15 feet deep. Fryer or Grill: Yes or No | _____ 110v or _____ 220v |
| <input type="checkbox"/> Unit 3: _____ feet wide x 15 feet deep. Fryer or Grill: Yes or No | _____ 110v or _____ 220v |
| <input type="checkbox"/> Unit 4: _____ feet wide x 15 feet deep. Fryer or Grill: Yes or No | _____ 110v or _____ 220v |
| <input type="checkbox"/> Unit 5: _____ feet wide x 15 feet deep. Fryer or Grill: Yes or No | _____ 110v or _____ 220v |
| <input type="checkbox"/> _____ # of refrigerated supply truck/trailers. | |

ADDITIONAL OPTIONS:

- Camping: I am requesting _____ camping spaces. (\$150 each)
- Fair provided tables and chairs – please indicate number desired. (You may bring you own)
 - _____ plain tables (\$25 each).
 - _____ skirted tables (\$40 each).
 - _____ padded chairs (\$5 each).

Vendor camping space will be different than previous years and be assigned by fair management. Supply trucks and trailers requiring electricity must be parked per direction of management and will incur additional fees per rate guide. All parking spots for vendors shall be in approved spots ONLY! Vendors must park as directed by fair management - NO EXCEPTIONS!

INSURANCE:

- I carry my own liability insurance as described in the General Information, Rules, and Regulations and will provide the required Certification of Liability Insurance no later than July 1.
- I will be purchasing liability insurance under the fair’s insurance policy (\$100 booth/unit).

PLEASE REMEMBER THIS IS AN APPLICATION FORM FOR COMMERCIAL VENDOR / FOOD SPACE. THIS IS NOT A CONTRACT. PLEASE DO NOT SEND PAYMENT WITH THIS APPLICATION.

Map layout is subject to change. Booth space assignments and map layout is determined solely by the Outagamie County Fair.

We will review each application. We reserve the right to accept or reject any applicant based on the uniqueness and quality of the products or services sold, the appearance of your space/booth/unit, and your past history at the Outagamie County Fair and other fairs, festivals, and events.

Acceptance of terms: I, the duly authorized representative of the undersigned company, partnership or individual, on behalf of the said company or partnership subscribe and agree to all the terms and conditions, authorizations, and covenants contained in this VENDOR APPLICATION FORM and in the GENERAL INFORMATION, RULES, AND REGULATIONS.

Signed _____



2021 Outagamie County Fair Power Request Form

PLEASE USE ONE COPY PER ELECTRIC DROP PER TRAILER/TRUCK/TENT/BOOTH

Vendor or Company Name including Address:

Contact Person including Mobile Telephone Number:

2021 Outagamie County Fair, Seymour, WI, Wednesday, July 21 through Sunday, July 25

PLEASE LIST ALL ELECTRICAL APPLIANCES AND LIGHTING THAT YOU PLAN TO USE IN EACH UNIT/BOOTH

<u>APPLIANCE #1</u>	<u>VOLTAGE</u>	<u>WATTAGE</u>
<u>APPLIANCE #2</u>	<u>VOLTAGE</u>	<u>WATTAGE</u>
<u>APPLIANCE #3</u>	<u>VOLTAGE</u>	<u>WATTAGE</u>
<u>APPLIANCE #4</u>	<u>VOLTAGE</u>	<u>WATTAGE</u>

The Outagamie County Fair will make every attempt to provide the requested power if it is available on site. We will advise you if any power request cannot be met. **Vendor should be prepared to provide up to 100 feet of power cord.**

The Outagamie County Fair does not provide ground-fault protection on any circuits. Users should provide their own protection from electrical shock hazards.

Power is provided as a courtesy by the Outagamie County Fair. We cannot be held responsible for any damages to user's equipment for any reason.

Return this completed form with your application.

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 <u>Outagamie County Fair</u></p> <p>2. Date(s) of Temporary Event <u>July 21-25, 2021</u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u>Seymour, WI</u></p> <p>PART B: Operator Information: To be completed by the operator of the temporary event</p> <p>1. Name and Address <u>Outagamie County Fair Association</u> <u>PO Box 246, Seymour, WI 54165</u></p> <p>2. Daytime Telephone Number (<u>920</u>) <u>833-2941</u></p> <p>3. Email Address <u>outagamiecofair@yahoo.com</u></p> <p>4. Wisconsin Tax Account Number <u>0 3 6 - 0 0 0 0 4 5 2 0 0 3 - 0 3</u> If blank, check appropriate box:</p> <p><input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input checked="" 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: 10px 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 () _____ Business Telephone Number () _____</p> <p>6. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>7. Social Security Number <u>X X X</u> - <u>X X</u> - _____</p> <p>8. Federal Identification Number (FEIN) <u>X X</u> - <u>X X X</u> _____</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 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. 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.