

2017 Rummage-A-Rama!

Exhibitor Application

Booth fees are due at the time of application. If you are not accepted as an exhibitor, your payment will be returned.

Business _____

Name _____

Address _____

City, State & Zip Code _____

Phone _____ WI Seller's Permit # _____

Email _____

Detailed product description _____

Other shows you will exhibit at in 2017 _____

Each booth will measure 10' x 10':

*Mark number of each needed:

Single \$95 _____ Corner \$115 _____ Hallway \$75 _____

Electric \$20 _____ Tables \$5/each _____ Chairs \$2/each _____ Total _____

Special booth requests _____

**Washington County Fair Park will not supply any booth materials, decorations or supplies other than noted above. No special booth or location requests will be honored unless requested on application. We cannot guarantee all requests will be granted.*

Dates to Remember:

June 9 – Application, full payment and S-240 forms due

June 14 - Booth assignments released

June 16 – Set up from 8:00 am to 7:00 pm

June 17 – Set up from 6:00 am to 8:30 am, show from 9:00 am to 4:00 pm

June 18 – Show from 9:00 am to 3:00 pm

For office use only:

2017 Rummage-A-Rama!

Exhibitor Guidelines

The following guidelines are part of the application and must be agreed to by the exhibitor before acceptance to the show will be granted.

Application:

Exhibitors must return a completed and signed application along with full payment and an S-240 form. If not accepted, your payment will be returned to you.

All decisions pertaining to acceptance/denial into Rummage-A-Rama! are made by Washington County AIS and will be considered final.

Booth Space:

Booth size is 10' x 10' for a single, or 20' x 10' for a double. A very limited amount of double booths are available. Exhibitors will be expected to stay within their reserved space. If electricity, tables, and/or chairs are not requested on your application, we cannot guarantee that they will be available. Vendors found to be using electricity who have not paid for it in advance will be charged \$100.00, to be paid immediately.

Set up times are 8:00 am to 7:00 pm on Friday, June 16th, and 6:00 am to 8:30 am on Saturday, June 17th. Show hours are 9:00 am to 4:00 pm on Saturday, June 17th, and 9:00 am to 3:00 pm on Sunday, June 18th. Vendors not adhering to show hours will lose their opportunity to exhibit at future events. All booth space and walkways must be clear of boxes, totes and packing materials throughout the show. Booths must be staffed at all times.

Sales & Tax:

It is the sole responsibility of the exhibitor to apply, collect and reports sales tax on sales made during the show. If an S-240 has not been submitted, you will not be allowed to set up.

The Washington County Fair Park & Conference Center and AIS reserve the right to remove any product or booths deemed unacceptable based on the product guidelines outlined for the show. All paid fees will be forfeited. We are not liable for the loss, theft or damage sustained by any exhibitor for any reason.

By signing, I, the exhibitor, have read the Exhibitor Handbook and agree to the terms and guidelines outlined in that handbook and the above document.

Signature _____ Date _____

Please return to:
Washington County Fair Park & Conference Center
Attn: Rummage-A-Rama!
3000 Hwy. PV
West Bend WI 53095

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 _____</p> <p>2. Date(s) of Temporary Event _____</p> <p>3. Location of Temporary Event (e.g., Venue, City) _____</p> <p>PART B: Operator Information: To be completed by the operator of the temporary event</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>
	<p>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</p> <p style="text-align: center;">THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</p> <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>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> <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>
S E L L E R	

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.