



BaileysHarbor.com

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# 2021 Vendor Application

Dear Artist/Grower,

The Baileys Harbor Community Association invites you to participate in any or all of our festivals and farm markets that include an Arts & Crafts Fair.

You can pay for your booth spaces via checks made out to BHCA PO Box 31 Baileys Harbor, WI 54202.

All spaces are first come, first served and spots will only be held with payment issued within 7 business days of request.

These are not juried shows, however, the BHCA reserves the right to accept or reject any and/or all arts or crafts which do not appear to be original product or of questionable character. Please provide an accurate description of your work. No buy/sell items are allowed.

**As always, thank you for being a vendor at our shows and markets!**

# Vendor Registration

Please fill out this application with payment and return to:  
BHCA PO Box 31 Baileys Harbor, WI 54202 or call to pay by credit card. 4% fee will be charged for cards. Please call Ellie at 920.839.2366 or [info@baileysharbor.com](mailto:info@baileysharbor.com) with questions/concerns.

**Business Name:**

**Need Power? \$30 per event**

**Name:**

**SPACES ARE LIMITED**

**Address:**

**City, State, Zip**

**Cell/Business Number:**

**Email:**

**Description of Product:**

## Autumnfest Sept 25

**9am-4pm**

- \$140 for 25-28, 36,43, 76
- \$120 10'x10' Corner
- \$90 10'x10' Tented
- \$80 10'x10' Non Tented
- \*Farm Market Section – \$50**

**\*Must set up for 12 markets to be in Farm Market Section. If you don't make 12, you will be charged full price.**

### Food Vendors:

- Option 1: 10'x10' - \$250
- Option 2: 10'x20' - \$400

**ALL RELEVANT FORMS IN THIS PACKET MUST BE SIGNED & RETURNED FOR REGISTRATION TO BE COMPLETE. NO EXCEPTIONS.**

**Amount Paid: \_\_\_\_\_**

**Check #: \_\_\_\_\_**

**Date Paid: \_\_\_\_\_**

# Festival Booth Rules

Please read, sign and return with your application

- The BHCA assigns all booths and can change these spaces up until the day before the event.
- Please double check your space number and location on the map and list posted at Town Hall.
- The BHCA will make every effort to adhere to any special requests but we cannot guarantee them.
- All vehicles must be parked in designated parking area 1 hour prior to show open. There are designated loading/unloading zones (see map) and we are not responsible if you get a ticket for parking in an unauthorized spot. There will be no loading/unloading on Hwy 57 the morning of the show. Parking areas will be in Brann Field (overflow boat trailer parking by Cornerstone Pub) or behind Fire Station. Brann Field is not available on July 4<sup>th</sup> Event.
- Cancellations with prior approval will result in credit towards future event. No refunds!
- The BHCA is not responsible for any loss, theft, damages or emergency situations including weather.
- Shows are rain or shine and if you choose not to set up, you will be forfeiting your payment.
- Power and water are not provided and there will be no flowing water allowed on grounds. If you need power, you must indicate that in your application and it's an additional \$25 charge.
- All booths not set up one hour prior to show will be given to vendors on a wait list.
- Farm Market Vendors must set up for 12 markets to be in Farm Market Section. If you don't make 12, you will be charged full price.
- All vendors may set up starting at 9am the day before the festival unless otherwise indicated.
- BHCA has the right to refuse any vendor. If there are issues, you will receive one verbal warning before being asked to leave at any time.
- A final booth assignment will be emailed out one week prior to event.
- Live animals must be approved ahead of time. All dogs must be leashed and up to date on all shots.
- No smoking or use of inappropriate language or swearing on grounds during shows.
- No dumping any waste in your booth area.
- Vendors will be asked to leave if they cause any damage to the Town Hall Grounds or other vendors property.
- Vendors must provide proper licensing and insurance with completed registration forms.

I understand and agree to abide by these rules as stated by the BHCA.

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

# 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>
<b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</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/wtepran.html](http://revenue.wi.gov/eserv/wtepran.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 (808) 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.

# Festival Layout

