

MONROE COUNTY HISTORICAL SOCIETY, INC.

89TH ARTS, CRAFT AND COUNTRY GIFT SHOW

November 2, 2019

SPONSORED BY: THE MONROE COUNTY HISTORICAL SOCIETY AT

SPARTA, WI 54656

C/O Cheryl Weber for the Monroe County Historical Society

1320 Lakeview Dr Tomah, WI 54660

BOOTH SPACES: 10'x8' spaces are available in Cafeteria, Main Hall, and Gymnasiums. Each space is \$85.00.

Side halls space available at \$3.00 per ft, plus an additional donation of \$4.00.

These are non-refundable donations. We reserve the right to accept or reject registration depending on availability and type of craft entry.

Each booth entrant is responsible for providing his/her own tables, props, insurance, and taking care of the sales tax. The Monroe County Historical Society (MCHS) Board of Directors, show coordinator, members, volunteers, and the Sparta Area School Districts School Board, employees will not be responsible for your booth area and its contents or the insurance for which you are responsible.

BOOTH ASSIGNMENT: You are asked to include a **self addressed stamped #10, business size envelope** with your registration. About 2 weeks before the show you will receive your booth and unloading assignment.

SET-UP TIME: 5:30 – 9:00 PM Friday night November 1, 2019 and 6:00 – 8:00 AM the morning of the show. If you have not claimed your space by 8:00 AM the space will be reassigned to someone else. Coffee and Rolls will be served until 8:00 AM Saturday November 2, 2019.

Take down is at 3:30 PM – not before please (or at the show coordinator's discretion).

Saturday show time is 8:30 AM – 3:30 PM

TABLES/CHAIRS: There are **NO** tables or chairs available to booth vendors. **PLEASE** bring your own props

PARKING: Once you have unloaded your vehicle. **PLEASE PARK AWAY FROM THE SCHOOL BUILDING.** This will leave parking for the customers. Please be aware that no parking signs mean **NO PARKING!** Absolutely no booth people should be parked close/next to the building. We ask that cars, trucks, trailers or any vehicle needing to be left in the lot for booth restocking be placed in the far south corner (please check with Cheryl before parking the vehicle). Handicapped parking also needs to check with Cheryl for location. Thank You.

TAX NOTICE: Sales Tax for Wisconsin is 5.5%, This form must be completed by all vendors.

No **PETS** of any kind are allowed in the school building or on the property. **NO SMOKING MATERIALS, NO CANDLE BURNING, ALCOHOL, OR DRUGS IN THE SCHOOL BUILDING OR ON THE SCHOOL PROPERTY. THIS INCLUDES IN CARS, VANS, TRUCKS AND TRAILERS PARKED ON SCHOOL PROPERTY AND DEFINITELY NOT IN SCHOOL BATHROOMS.**

FOOD: A local church youth group is in charge of the food booth, along with school personnel. We are looking forward to another excellent show and hope to see you at the show. If you have questions or need more information please contact Cheryl at 608-372-5121 if I'm not available please leave a message on my answering machine and I will return your call ASAP.

Thank you, Cheryl Weber 1320 Lakeview Dr Tomah, WI 54660

Cheryl's e-mail address: Cherylr4109@hotmail.com

**REGISTRATION FOR
MONROE COUNTY HISTORICAL SOCIETY
ARTS, CRAFT AND COUNTRY GIFT SHOW
November 2, 2019**

NAME _____ BUSINESS NAME _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

1. **Fall Show** – Our Fall show will be November 2, 2019. We are hoping for a well attended show with many new crafts to welcome the fall season. Your talents and dedication to crafting will make the show a success. Please note: In the event of a snowstorm or icy roads conditions the show will open as soon as possible that morning. We cannot reschedule!
2. **Booth Assignment** – Assigning booths is a very difficult task. There is no easy way to complete this task. The booths will be assigned to the first come first served; these booths are assigned by postmark. The Monroe County Historical Society does reserve the right however for the show coordinators to place any/all booths at the coordinators discretion. Please remember – if you ask for an additional booth, we may have to move you. Registration is closed when we are filled.

PLEASE READ THE FOLLOWING AND SIGN IF YOU ARE PARTICIPATING IN THE SHOW. The undersigned agrees to hold harmless the Monroe County Historical Society (and its volunteers and show coordinators) and the Sparta Area School District from any loss to their booth area and /or its contents and further agrees to be responsible for their own insurance, including liability. This must be signed and accepted.

Your Signature

Date _____

Your check list for a complete registration to be included in you envelope:

- _____ **Registration Form** – This page completed and signed! **BOTH SIDES!!**
- _____ **Check for booth (s) payable to Monroe County Historical Society Inc or MCHS**
(There is a \$5.00 charge for electricity)
- _____ **Self-addressed, stamped #10 business size envelope 9 ½" X 4"**(please check for correct size, Thank you)
- _____ **Wisconsin Vendor/Seller information sheet**
- _____ **Auto/truck license#** _____ **Trailer License #** _____
- _____ **Copy of Insurance information = Copy of the Declaration page stating you have Liability Coverage.**

Deadline is October 1, 2019 for participation in the Fall Show.

Mail registration and sales tax form to: Cheryl Weber (for the MCHS) 1320 Lakeview Dr, Tomah, WI 54660

The Historical Society will also be collecting non perishable food for the Food Pantry, please bring all donations to the Cafeteria and place in the donation boxes. We Thank You for your donation!!

PLEASE TURN OVER AND FILL OUT THE BACK SIDE!

PLEASE FILL IN THOSE THAT APPLY BELOW:

_____ I will NOT be able to attend the spring show, but would like to remain on the mailing list (I realize that nonattendance at the spring show may mean I could lose my booth location but I will be welcome to another location at the next show).

_____ I was in attendance at the Spring 2019 show.

_____ My booth number was _____

My booth was located in and I want to set up in the same spot:

_____ Main Hall _____ Old/New Gymnasium _____ Cafeteria _____ Side Halls*

*** At side hall locations we request that the crafter sit beside the table rather than behind the table. In this way customers have more aisle space and can stop to shop your items on display.**

These spots are 10' X 8' with a donation of \$85:

_____ old gym _____ main hall _____ cafeteria _____ new gym

_____ Electricity \$5 additional fee (if available)

_____ *side hall (number of feet requested times \$3.00/foot plus \$4 donation) total \$ enclosed _____

_____ I would like to be put on the waiting list for : _____

_____ I'm new to the show. I will take any assigned booth.

**** Please note NO tables or chairs available to vendors****

***** Items I'm selling (please list for advertising purposes) "Please fill this out" _____**

Total amount of payment enclosed _____ (includes electricity fee \$5.00)

Please check the reverse side for your checklist when mailing in this form.

Completed registration is required.

For future communication my e-mail address is _____
(this is for our records only and will not be shared with other parties)

***** Please include a copy of your insurance = Declaration page of your liability insurance.**

Deadline is October 1, 2019 for participation in the Fall Show.

Wisconsin Temporary Event Operator and Seller Information

Information on this form is required under sec. 73.03(38), Wis. Stats.

Instructions on reverse side.

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PART A: Event Information: To be completed by the operator of the temporary event

1. Name of Temporary Event Monroe County Historical Society Arts, Crafts and Country Gift Show
2. Date(s) of Temporary Event November 2, 2019
3. Location of Temporary Event (e.g., Venue, City) Sparta, WI 54656

PART B: Operator Information: To be completed by the operator of the temporary event

1. Name and Address Monroe County Historical Society
c/o Cheryl Weber, 1320 Lakeview Dr, Tomah, WI 54660
2. Daytime Telephone Number (608) 372-5121 if need be, please leave a message
3. Email Address Cherylr4109@hotmail.com
4. Wisconsin Tax Account Number _____
If blank, check appropriate box:
 No Taxable Sales Exempt under Occasional Sales Rule Exempt Nonprofit Organization
 Other -- Explain: _____

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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:
 Selling Taxable Merchandise or Service Display Only
 Selling Exempt Merchandise or Service Exempt under Occasional Sales Rule
 Direct Sellers, Company Name _____ 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. 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.