

**MONROE COUNTY HISTORICAL SOCIETY, INC.**  
**84th ARTS, CRAFTS, and COUNTRY GIFT SHOW**  
**March 4, 2017**

**SPONSORED BY: THE MONROE COUNTY HISTORICAL SOCIETY AT**  
**SPARTA WI 54656**

C/O JOAN COOK FOR THE MONROE COUNTY HISTORICAL SOCIETY  
9434 GENERAL AVE., SPARTA WI 54656

**BOOTH SPACES:** 10' by 8' spaces are available in Cafeteria, Main Hall and Gymnasiums. Each space is \$85.00. Side hall 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/their own tables, props, insurance, and taking care of the sales tax. The Monroe County Historical Society (MCHS), the MCHS Board of Directors, show coordinator, members, and volunteers, or the Sparta Area School District, it's School Board, or employees will not be responsible for your booth area, its contents, or the insurance for which you are responsible.

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**BOOTH ASSIGNMENT:** You are asked to include a self-addressed, stamped 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 P.M. Friday night March 3, 2017 and 6:00 - 8:00 A.M. the morning of the show. If you have not claimed your space by 8:00 A.M. the space will be reassigned to someone else. Take down is at 3 P.M. – not before please (or at show manager's discretion).

**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 (any vehicle) needing to be left in the lot for booth restocking be placed in the far south corner (please check with Joan before parking the vehicle). Handicapped parking also needs to check with Joan for location. Thank you.

**TAX:** Sales tax for Wisconsin is 5.5%

**NOTICE:** No pets of any kind are allowed in the school building or on the property.  
NO SMOKING MATERIALS, ALCOHOL, OR DRUGS IN THE SCHOOL BUILDING OR on the PROPERTY.  
(THIS INCLUDES IN CARS, VANS, TRAILERS and TRUCKS 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 on March 4, 2017. If you have any questions or need more information contact me at 608 269-3233. You may also leave messages on the voice mail any time and I will return your call ASAP.

**Thank you. Joan Cook (for MCHS), 9434 General Ave., Sparta WI 54656**

**REGISTRATION FOR  
MONROE COUNTY HISTORICAL SOCIETY  
ARTS, CRAFTS and COUNTRY GIFT SHOW  
March 4, 2017**

NAME \_\_\_\_\_ BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

1. **Spring Show** – Our spring show will be March 4, 2017. We are hoping for a well attended show with many new craft items to welcome the spring season and Easter. Your talents and dedication to crafting will make the show a success. Please note: In the event of a snowstorm or icy road conditions the show will open as soon as possible that morning. We cannot reschedule!

2. **Booth Assignments** – Assigning booths is a very difficult task. There is no easy way. Therefore those who registered for the fall 2016 show and wish to hold their booth(s) for the spring show (March 4) have until February 6, 2017 to return their forms. After that time, booths will be given to those on the waiting list. Booths will be assigned by postmark. (The Monroe County Historical Society does reserve the right, however, for the show coordinator to place any/all booths at their/coordinator discretion.) Please remember – if you ask for an additional booth, we may have to move you. Registration is closed when we are filled.

If as a participant, you would like to be on the waiting list for a booth in another area, please check the correct slot.

**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 manager) and the Sparta Area School District for or 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 complete registration to be included in your envelope:

\_\_\_ **Registration form** – This page completed and signed! **Both sides!!**

\_\_\_ **Check** for booth(s) (payable to the: Monroe County Historical Society, Inc.)  
(\$5.00 extra for use of electricity).

\_\_\_ **Self-addressed, stamped business size envelope (9 1/2" x 4")** (Send to Joan, please!)  
Please use **correct** size! Thank you!

\_\_\_ **Wisconsin Vendor/Seller information sheet**

\_\_\_ **Auto or truck license #** \_\_\_\_\_ **Trailer license #** \_\_\_\_\_

Please have postmarked by February 6, 2017 to request the same booth that was assigned at the fall show. Deadline for reservations is when the show is full.

**Mail registration to: Joan Cook (for the MCHS) 9434 General Ave. Sparta WI 54656-5313**

**Please turn over and fill out the back side!**

**PLEASE FILL IN THOSE THAT APPLY BELOW:**

\_\_\_ I will be unable to attend the spring show, but would like to remain on the mailing list. (I realize that nonattendance at the spring show will 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 fall 2016 show.

\_\_\_ My booth number was: \_\_\_\_\_

My booth was located in

\_\_\_ Main Hall

\_\_\_ 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 look at items on display.**

\_\_\_ I would like this same booth for the spring show. It is:

\_\_\_ old gym 10'x8" (\$85 donation) \_\_\_ \*a side hall (\$3.00/foot plus \$4 donation) \_\_\_ main hall 10'x8" (\$85 donation)

\_\_\_ cafeteria 10'x8' (\$85 donation) \_\_\_ new gym 10'x8' (\$85 donation) \_\_\_ electricity \$5 additional fee\*\* (if available)

\_\_\_ I will take the same booth for the spring show, but would like to be on the waiting list for:

\_\_\_ I am new to the show. I will take an assigned booth. Please put me on the waiting list where I have checked.

\*Please note: We no longer have tables or chairs available to vendors.  
Also, we had a rent increase!

\*\*\*Items I am selling: (please list for advertising purposes) **This must be filled out** \_\_\_\_\_

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Total amount of payment enclosed \_\_\_\_\_ **(include electricity fee-\$5)**

**Please check the reverse side for your checklist when mailing in this form. Complete registration is required.**

For future communication, my email address is: \_\_\_\_\_  
**(this will not be passed along to another party).**

**\*Please include a copy of your insurance..**

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## 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/wteptran.html](http://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](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 (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.