

MONROE COUNTY HISTORICAL SOCIETY, INC.

85th ARTS, CRAFT AND COUNTRY GIFT SHOW

NOVEMBER 4, 2017

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

C/O Joan Cook and Cheryl Roscovius for the Monroe County Historical Society
9434 General Ave Sparta, WI 54656

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 3, 2017 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. Take down is at 3:00 PM – not before please (or at the 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 or any vehicle needing to be left in the lot for booth restocking be placed in the far south corner (please check with Joan/Cheryl before parking the vehicle). Handicapped parking also needs to check with Joan/Cheryl for location. Thank You.**

TAX NOTICE: Sales Tax for Wisconsin is 5.5%

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 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 on November 4, 2017. If you have questions or need more information please contact Joan at 608-269-3233 or Cheryl at 608-372-5121. You may also leave messages on voice mail any time and we will return your call ASAP.

Thank you, Joan Cook and Cheryl Roscovius 9434 General Ave., Sparta, WI 54656

REGISTRATION FOR
MONROE COUNTY HISTORICAL SOCIETY
ARTS, CRAFT AND COUNTRY GIFT SHOW
November 4, 2017

NAME _____ BUSINESS NAME _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

1. **Fall Show** – Our Fall show will be November 4, 2017. We are hoping for a well attended show with many new crafts to welcome the Fall season and Christmas. 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. Therefore those registered for the spring 2017 show and wish to hold their booth (s) for the fall show (November 4) have until September 15, 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 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.

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

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 mangers) 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 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 #** _____

Please have postmarked by September 15, 2017 to request the same booth that was assigned at the spring show. Deadline for your 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 fall show, but would like to remain on the mailing list (I realize that nonattendance at the fall 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 2017 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 shop your items on display.**

_____ I would like this same booth for the fall show. It is: _____

Choose the spot you wish to set up in, each spot is 10' X 8', donation is \$85:

_____ old gym _____ main hall _____ cafeteria _____ new gym

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

_____ Electricity \$5 additional fee (if available)

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

_____ I'm 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, We also had a rent increase!

*** Items I'm selling (please list for advertising purposes) **This must be filled 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.**

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 Gifts Show
2. Date(s) of Temporary Event November 4, 2017
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 Joan Cook, 9434 General Ave., Sparta, WI 54656
Or Evening
2. Daytime Telephone Number (608) 269-3233 If need be, please leave a message.
3. Email Address none
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 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.