

The Brodhead Jaycees invite you to exhibit with us at our 44th Annual Holiday Market from 9:00 am to 3:00 pm on Saturday, November 2nd, 2019.

We are excited to announce that our show will be held again at the Brodhead High School located at 2501 W 5th Avenue. This location will allow shoppers a convenient one-stop location with ample parking.

We are looking for talented vendors with a focus on vintage, handmade/repurposed furniture, jewelry, home accessories and personal products.

We have three sizes of booths available. Each booth is supplied with two chairs. Please note, we do not provide tables. Need electricity? We have a limited number of booths with electrical outlets. Exhibitors requesting electric outlets must supply their own cords. Booths will be assigned on a first come basis as well as quality and craftsmanship.

RULES AND GUIDELINES:

1. The Brodhead Jaycees reserve the right to deny applications if items are deemed unsuitable for our show.
2. We will accept applications until the show is full. Please register early to secure a spot.
3. A limited number of booths with electrical outlets are available and will be rewarded on a first come basis to those accepted to our show.
4. Exhibits must be completely set up by 8:45am and have vehicles moved to approved parking area (doors open to exhibitors promptly at 6:00am for set-up).
5. Booths must remain open and operational until the close of the show at 3:00pm.
6. Tobacco and alcohol use is prohibited on school grounds.
7. The Brodhead Jaycees will not be responsible for damage and/or loss of entries or other valuables.
8. In case of inclement weather, no refunds! The show will go on.
9. Damage to the floor area of your display or any other property of the school is the exhibitor's responsibility. Exhibitors will be billed for damages directly by the Jaycees and/or Brodhead School District.

APPLYING FOR THE SHOW

Exhibitors must mail or email the below items to:

Brodhead Jaycees
Attn: Holiday Market
PO Box 283
Brodhead, WI 53520
brodheadjaycees@gmail.com

- (1) photo(s) of items or website address if items are sold online
- (2) completed craft show application
- (3) completed tax form
- (4) check or money order made payable to the Brodhead Jaycees

APPLICATION

Brodhead Jaycees Holiday Market Saturday, November 2nd, 2019 9am-3pm

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

PHONE: _____

BOOTH DESCRIPTION: _____

Please select the type of booth you desire:

- ☐ **Single Booth (10x10) \$50**
- ☐ **Single Booth (10x10) with Electricity \$60**
- ☐ **Booth and ½ (10x15) \$70**
- ☐ **Booth and ½ (10x15) with Electricity \$85**
- ☐ **Double Booth (10x20) \$90**
- ☐ **Double Booth (10x20) with Electricity \$110**

Preferred Booth #: _____ **(NOT GUARANTEED)**

Special Requests: _____

Please sign below that you have read and understand the **RULES AND GUIDELINES**.

SIGNATURE: _____

Return this completed form along with your tax form, payment and printed photo(s) to the address below. (Digital photos can be emailed to brodheadjaycees@gmail.com)

Brodhead Jaycees
Attn: Holiday Market
PO Box 283
Brodhead, WI 53520

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	PART A: Event Information: To be completed by the operator of the temporary event 1. Name of Temporary Event _____ 2. Date(s) of Temporary Event _____ 3. Location of Temporary Event (e.g., Venue, City) _____ PART B: Operator Information: To be completed by the operator of the temporary event 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: _____					
	PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event. <div style="border: 1px solid black; padding: 5px; text-align: center;">THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</div> 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: <table border="0"><tr><td><input type="checkbox"/> Selling Taxable Merchandise or Service</td><td><input type="checkbox"/> Display Only</td></tr><tr><td><input type="checkbox"/> Selling Exempt Merchandise or Service</td><td><input type="checkbox"/> Exempt under Occasional Sales Rule</td></tr><tr><td><input type="checkbox"/> Direct Sellers, Company Name _____</td><td><input type="checkbox"/> Nonprofit Organization</td></tr></table>	<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 _____
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<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. 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.