



**Two Rivers Main Street**  
Presents the 26th Annual  
**Two Rivers Ethnic Festival**  
Central Park, Downtown Two Rivers, Wisconsin  
9:30 a.m. to 5:00 p.m. Saturday, September 16, 2017

Dear Potential Ethnic Fest Vendor:

Two Rivers Ethnic Festival is known for its wonderful ethnic food and music selection, and this year we want to focus on enlarging our ethnic craft selection. Please consider being a part of the Two Rivers Ethnic Festival in 2017 as a craft vendor. Booth size is 12 feet by 12 feet as stated in the attached form and the price is \$100 per space if reserved before July 31<sup>st</sup>, and \$150 per space after August 1<sup>st</sup>.

The 2016 Ethnic Festival was attended by more than 15,000 people. Most of our craft vendors reported sales increases over 2015, and we expect this year's event to be a bigger success than last year. Besides the very popular entertainment draw, there are over two dozen ethnic food booths.

Please fill out the attached application and send in as soon as possible so we can get you placed on Washington Street for our 26<sup>th</sup> Annual Ethnic Festival!

If you have any questions, please call the Two Rivers Main Street office at 920.794.1482, or e-mail us at [director@tworiversmainstreet.com](mailto:director@tworiversmainstreet.com).

Sincerely,

The Ethnic Festival Committee  
Two Rivers Main Street





**26th Annual Two Rivers Ethnic Festival**  
**Central Park, Downtown Two Rivers, WI**  
**9:30 a.m. until 5:00 p.m.**  
**Saturday, September 16, 2017**

Festival Updates: [www.tworiversmainstreet.com](http://www.tworiversmainstreet.com) and "like" Two Rivers Main Street on Facebook  
**Craft Vendor Application**

**Please Print**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

**List featured ethnic product:** \_\_\_\_\_

Please be specific on what you are selling so that we can properly place you. The Ethnic Festival Committee reserves the right to refuse an application if the applicant has the same product of another applicant, whose application the Committee has already accepted. The Committee will process each application as it comes in the mail with its fee payment.

**Please submit by July 31, 2017.**

**Booth Information: Outside Only** - \$100.00 before July 31<sup>st</sup>. **Booth fee for applications received after July 31<sup>st</sup> will be \$150.00.** All booths are approximately 12' x 12' and located on a concrete street. Tent stakes cannot be used. You are responsible for bringing your own tables, chairs, tent and tent weights, etc. No electricity available. Requested booth numbers will be assigned based on the date application is received.

Requested Number of Booth(s): \_\_\_\_\_ Booth fee enclosed: \_\_\_\_\_

**You must complete and return the Wisconsin Temporary Event Operator and Seller Information form S-240 (enclosed) along with your application and booth fee. If all materials are not returned, Main Street Ethnic Festival Committee will not be able to process your application or assign you a space(s).**

Please return this entry form, completed S-240, and a check made payable to TWO RIVERS MAIN STREET to reserve your space(s). Mail to: Two Rivers Main Street – P.O. Box 417 – Two Rivers, WI 54241. Please call 920.794.1482 if you have any questions. Photos of your product will help the Festival Committee determine location assignments, and they may be used for publicity. Photos will not be returned.

**Waiver of Liability**

I, the undersigned, agree not to hold the Ethnic Festival Committee, Two Rivers Main Street, Inc., or the City of Two Rivers responsible for loss or damage of any of my property, for inclement weather, or for personal injury of any kind incurred at the Two Rivers Ethnic Festival.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE NOTE:** The Ethnic Festival Committee will make every effort to honor previous vendors' space requests. New vendors, including handicap, will be assigned a spot as applications are received. *Craft booth layout may be different for 2016, crafters will be placed back to back running the center of Washington Streets. Open sides will be facing east and west.*

**Office use:** Date Received: \_\_\_\_\_ Paid: \$ \_\_\_\_\_ Booth No(s) \_\_\_\_\_

# 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	<p><b>PART A: Event Information: To be completed by the operator of the temporary event</b></p> <p>1. Name of Temporary Event _____</p> <p>2. Date(s) of Temporary Event _____</p> <p>3. Location of Temporary Event (e.g., Venue, City) _____</p> <p><b>PART B: Operator Information: To be completed by the operator of the temporary event</b></p> <p>1. Name and Address _____</p> <p>2. Daytime Telephone Number (    ) _____</p> <p>3. Email Address _____</p> <p>4. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>If blank, check appropriate box:</p> <p><input type="checkbox"/> No Taxable Sales      <input type="checkbox"/> Exempt under Occasional Sales Rule      <input type="checkbox"/> Exempt Nonprofit Organization</p> <p><input type="checkbox"/> Other – Explain: _____</p>
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S E L L E R	<p><b>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 5px 0;"> <b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</b> </div> <p>1. Legal Name _____</p> <p>2. Business Name _____</p> <p>3. Address (Street or Route) _____</p> <p>4. City, State and Zip Code _____</p> <p>5. Home Telephone Number (    ) _____</p> <p style="padding-left: 20px;">Business Telephone Number (    ) _____</p> <p>6. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>7. Social Security Number X X X - X X - _____</p> <p>8. Federal Identification Number (FEIN) X X - X X X _____</p> <p>9. Check one box indicating the type of activity you intend to engage in at this event:</p> <table style="width: 100%; border: none;"> <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 _____	<input type="checkbox"/> Nonprofit Organization
<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/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.