



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 Festival Vendor:

Two Rivers Ethnic Festival is known for our wonderful ethnic food selection! Every year we try to expand our ethnic food selection. Please consider being a part of the Two Rivers Ethnic Festival as a food vendor. Booth sizes vary as stated in the attached form and prices vary depending on your commercial or non-for profit standing and what booth size you choose. Our food court area is in one central location, located between city park blocks on Washington Street between 17th and 18th Streets.

The 2016 Ethnic Festival was attended by more than 15,000 people. The event takes place on Washington Street in downtown Two Rivers. Besides the very popular entertainment draw, there are many ethnic art/craft booths. We feel this year's festival will be as popular as ever, since we have an exciting and fresh new entertainment line-up.

Please fill out the attached application paperwork and send in as soon as possible so we can get you placed in the ever-popular food court for our 26th Annual Ethnic Festival. Due to space constraints, the number of food booths is limited, so return your application early to reserve your space.

We will be making a conscious effort to reduce duplication of food offerings this year, so please make sure you list **ALL** the food choices you will be serving at your booth. You will not be allowed to sell any food not listed on your application.

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.

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 and "like" Two Rivers Mainstreet on Facebook

Food Vendor Application

Please Print

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip _____

Telephone(s): _____ E-mail: _____

List featured foods: _____

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 complete application as it comes in the mail. **Please submit by July 31, 2017.**

Please Note: The Ethnic Festival Committee cannot provide the proper power and water requirements unless the back of this form is completed. **Please be sure to read the Two Rivers Fire Department's enclosed documents.**

YOUR APPLICATION CANNOT BE PROCESSED WITHOUT:

1. Completed and signed Ethic Festival Food Application
2. Check payable to Two Rivers Main Street
3. Required signed paperwork from the Two Rivers Fire Department: Portable commercial cooking equipment requirements checklist and City of Two Rivers Special Event Electrical Power Agreement
4. **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).**

Booth Fee Information (for registrations prior to July 31st):

	<u>Commercial Fee</u>	<u>Non-Profit Fee</u>
Standard booth size is 12'x12'	\$150.00	\$125.00
If your booth exceeds a 12'x12' size, fees are as follows:		
13 - 18 ft. front	\$200.00	\$175.00
19 - 24 ft. front	\$250.00	\$225.00

Please add \$10/ft. for booths longer than 24 ft.

After July 31st add \$50 to the above booth fees.

Your booth fee includes electrical service for up to 4 appliances.

If you have more than four appliances, you will be required to pay \$2.50 for each additional appliance. Tent stakes are not allowed and tables will **NOT** be supplied. Final space assignment will be determined based on completed application and the date received.

Booth fee enclosed: _____ Commercial: _____ Non-Profit: _____

Please return this entry form, required paperwork, and a check made payable to Two Rivers Main Street to reserve your space(s). Mail to: Two Rivers Main Street Program – 1717 East Street, Suite 310 - Two Rivers, WI 54241. Please call 920.794.1482 if you have any questions.

Waiver of Liability

I, the undersigned, agree not to hold the Ethnic Festival Committee, the Two Rivers Main Street Program, 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 *Food booth layout may be different for 2016.*

Ethnic Festival 2017 - Food Vendor Application

If you require access to water or electrical power it is your responsibility to bring appropriate and/or safety acceptable hose(s) and power cord(s).

Do you require access to water?	Y	N
If yes, do you need water hookup?	Y	N
Do you require access to electrical power?	Y	N

(Regardless of answer, you must sign and return the City of Two Rivers Special Events Electrical Power Agreement)

If yes, list each appliance used and the associated amperage. Please do not just write what the appliance is as the amperage is differs from model to model. For example, not all Nescos use the same power. Being specific helps avoid power outages.

<u>Appliance</u>	<u>Quantity</u>	<u>Amps & Volts for each</u>
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If you have a vehicle that must be parked near your booth please let us know in advance.
 _____ **Yes, I need my vehicle parked near my booth.**

Reason: _____

Size of vehicle _____

Office use: Date Received _____ Paid \$ _____ Booth # _____



TWO RIVERS FIRE DEPARTMENT
2122 Monroe Street
Two Rivers, WI 54241-0087
Scott L Schneider Fire Chief
Phone..... 920/793-5521
Fax 920/793-5518

Dear Prospective Food Vendor,

The purpose of this letter and information packet is to provide food vendors information assuring a safe working atmosphere for you, your employees and the public. Hopefully this information this will help to standardize the requirements for all vendors at Special Events within the City of Two Rivers.

Enclosed you will find the local ordinance that identifies requirements for Portable Commercial Cooking Equipment operated in the City of Two Rivers. In the event you will be using food preparation equipment that utilizes animal fat, vegetable shortening and such oily matter that produces grease laden vapors, and/or LP gas, you will be required to adhere to the ordinance. For your convenience, if you are using any of the above for cooking purposes, I have enclosed a checklist to assist you in preparation for complying with the requirements. **Only approved cooking devices will be allowed.** A fire department representative will conduct an inspection on the day of the Event.

Based on past incidents, we are requiring the following if you will be using electrical equipment drawing high amperage such as, but not limited to: Nescos, Hot Plates, Crock Pots etc...

- Minimum #12 -2 wire with ground required
- Cords shall be no longer than 100 feet in length
- Only one extension cord to be used per electrical appliance
- Use of multi-tap outlet devices off of main cord prohibited
- Cords must have ground
- 3 wire to 2 wire ground taps prohibited

In order to operate any of the above equipment during the event you must sign and return the last two (2) pages of this packet a minimum of 48 hours prior to the event. Failure to comply with **all** requirements will result in dismissal from the event.

If you have any questions or concerns, please contact me at the fire station.

Yours in Fire Safety,

Scott L Schneider
Fire Chief
Two Rivers Fire Department



TWO RIVERS FIRE DEPARTMENT
2122 Monroe Street
Two Rivers, WI 54241-0087
Scott L. Schneider Fire Chief
Phone..... 920/793-5521
Fax 920/793-5518

PORTABLE COMMERCIAL COOKING EQUIPMENT REQUIREMENTS

Purpose: The purpose of this document is to prescribe minimum requirements and recommendations necessary to establish a reasonable level of fire safety and protection from the hazards created by fire.

Scope: The scope of this document includes all types of cooking equipment that uses rendered animal fat, vegetable shortening, and such oily matter that produces grease laden vapors and are used at any outdoor festival or outdoor gathering held within the authority and jurisdiction of the City of Two Rivers Fire Department.

Application: Approved cooking equipment used in fixed, mobile, or temporary concessions, such as, but not limited to; trucks, busses, trailers, pavilions, tents, or any form of roofed enclosure shall comply with this document in addition to NFPA 96 and its referenced standards.

Definitions:

Approved: Acceptable to the Authority having jurisdiction. **(Refer to checklist).**

Authority Having Jurisdiction (AHJ): The chief of the city of Two Rivers Fire Department or their designee.

Grease Laden Vapors: grease that becomes liberated and entrained with exhaust air or might be visible as a liquid or solid.

Operation and Use: Any person using and/or operating any approved cooking equipment shall be properly trained in its use and operation. Training shall be current and documented. Training shall include, but not be limited to, cooking under normal situations. In addition, training shall include procedures for an emergency shut down in the event of a fire or other emergency.

Emergency procedures shall include but not be limited to:

- Evacuating the immediate area
- Notifying the proper authorities (Use of 911)
- Proper use of portable fire extinguishers
- Shutting off the main fuel supply – plainly identified

Emergency shut down procedures shall be legible and permanently and conspicuously located on/in the unit at all times during operation.

Attendance: The cooking equipment must be attended at all times by a competent trained individual of at least 18 years of age.

Location: Location of the cooking unit, unless contained within a vehicle, trailer, or roofed enclosure, shall be a minimum of 10 feet away from any displays, tents, buildings, or other combustibles.

Fire Protection: In addition to units that may include fire protection systems, portable fire extinguishers are required per NFPA 1,10 and 58, (most current editions).

NFPA 1 Fire Prevention Code (2000): Chapter 13 Extinguishing Systems for Commercial Cooking Equipment – 13-2.3 Fire extinguishers provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) shall be listed and labeled for Class K fires.

NFPA 10 Portable Fire Extinguishers (1998): Chapter 3-7 Fire Extinguisher Size and Placement for Class K Fires - 3-7.1 Fire extinguishers shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats).

NFPA 58 Liquefied Petroleum Gas Code (1998): (if applicable), Chapter 5 Storage of Cylinders Awaiting Use, Resale, or Exchange – 5 – 5 Storage locationsshall be provided with at least one approved portable fire extinguisher having a minimum capacity of 18 lb (8.2kg) dry chemical with a B:C rating

Notification: It is the responsibility and requirement of the user of the equipment to notify the City of Two Rivers Fire Department when the cooking equipment will be used within their authority and jurisdiction. Notification shall be at a minimum 48 hours in advance.

Inspection: The City of Two Rivers Fire Department will make every effort to inspect the cooking equipment for compliance with these requirements prior to its use.

Responsibility of the Owner: It is the responsibility and requirement of the owner of the cooking unit to ensure that proper training has been provided, emergency procedures are mounted, and that all the required equipment is included and maintained in accordance with applicable codes, (this includes the proper type and size of portable fire extinguishers).



TWO RIVERS FIRE DEPARTMENT
2122 Monroe Street
Two Rivers, WI 54241-0087

Scott L Schneider Fire Chief
Phone..... 920/793-5521
Fax 920/793-5518

PORTABLE COMMERCIAL COOKING EQUIPMENT REQUIREMENTS

CHECKLIST

- Prior notification to the fire department, (minimum 48 hours in advance required).
- Approved cooking equipment. Only devices specific to their use will be allowed. Any device using hot grease/oil must be UL approved (**open pans used to heat grease/oil are strictly prohibited – “turkey fryers” must meet the 10’ safe distance requirement**).
- Safe distance of 10 feet maintained from any displays, tents, buildings or other combustibles. Exception: cooking equipment may be utilized in a tent provided a copy of the “Certificate of Flame Resistance”, from the manufacturer, is forwarded to the Two Rivers Fire Department prior to the event and posted on the tent during the event.
- Emergency shut down procedures permanently and conspicuously located.
- Documentation of training by operator.
- Competent trained individual present, (at least 18 years of age).
- Completed inventory form listing all required equipment is provided, (IE, thermometers, fire extinguishers, training documentation, etc.).

Portable fire extinguishers readily available on the unit:

- Class K type portable fire extinguisher (6 liter)
(required for grease producing processes)
- B: C rated portable fire extinguisher (minimum 18lb)
(required for LP fuel source)
- Signed “Electrical Power Agreement” returned to the City of Two Rivers Fire Department (minimum 48 hours prior to the event).

Event: _____ Date: _____

Fire Department personnel

Operator (signature)

Print

Print



TWO RIVERS FIRE DEPARTMENT
 2122 Monroe Street
 Two Rivers, WI 54241-0087
 Scott L Schneider Fire Chief
 Phone..... 920/793-5521
 Fax 920/793-5518

Two Rivers Fire Department Electrical Power Agreement

I hereby agree to comply with the rules and regulations as set forth in the National Electric Code NEC Article 400, Wisconsin Department of Safety and Professional Services Chapter SPS 316. In addition, I hereby agree to comply with the following rules for corded equipment and extension cord usage for special events held in the City of Two Rivers.

- All extension cords shall be 2 wire with ground, minimum size AGW 12, with functional grounds at both ends.
- All extension cords shall be no longer than 100' in length.
- Only one piece of equipment plugged into each extension cord at any given time.
- Use of power strips or multi-tap adapters is prohibited.
- Use of 2 wire adapters is prohibited.
- Any piece of corded equipment with damaged wires or plugs are prohibited and will not be allowed to be used during the event.

I understand my booth will be inspected by a representative of the City of Two Rivers at various times during the special event. Furthermore, I hereby agree that any infraction of these rules will result in dismissal from the special event and the possibility of having my application refused for participation in future special events.

Signed _____

Date _____

Print Name _____

Phone _____

Vendor _____

Address _____

Sign & Return (no less than 48 hours prior to event)

Date Received by Two Rivers Fire Department _____

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: <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
S E L L E R	

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.

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>PART A: Event Information: To be completed by the operator of the temporary event</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>PART B: Operator Information: To be completed by the operator of the temporary event</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>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS </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
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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: _____

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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.

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Step 3: Submission – Event Operator.

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Step 1: Complete Part C (event operator should complete Parts A and B).

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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.

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