

Fond du Lac Fondue Fest VENDOR PERMIT APPLICATION

Saturday, September 8, 2018, 9 a.m. to 5 p.m.

Submission deadline: August 1, 2018

(PLEASE PRINT OR TYPE)



peace



love



fondue

Organization Name: _____

Contact Person: _____

E-mail: _____

Whenever possible, email is the primary means of communication to vendors.

Please check all that apply:

- Returning Vendor
- New Vendor
- Non-profit
- Direct Sales/Multi-Level Marketing
- Event sponsor
- None of These

Address: _____

City: _____ Zip: _____ Phone: _____

Website: _____ Facebook: _____

In Case of Emergency:

In the event that emergency services are called on your behalf, who would you like us to notify?

Emergency Contact: _____ Phone: _____

Space Requests

All spaces at Fondue Fest are on the street, adjacent to the curb, in increments of 10 feet long by varying widths, 10 feet from the centerline of the street. (10x10 tents WILL fit in spaces.) No vendor will be permitted to erect displays closer than 10-feet from the centerline of the street. Spaces are numbered on the curb. Electricity will be charged PER OUTLET, with a maximum of 15-AMPS per vendor allowed. Vendors requiring additional electricity must supply their own low-noise, low-emission generators.

Food & Beverage Vendors – Cost \$45 per 10 linear feet

Number of spaces requested _____ spaces @ \$45/space = \$ _____

Other Vendors – Cost \$35 per 10 linear feet

Number of spaces requested _____ spaces @ \$35/space = \$ _____

Electricity access – Cost \$25 per outlet

\$25/outlet = \$ _____

Kids Zone is designed for vendors who are interested in providing activities specifically geared toward children and is held in the US Bank parking lot on the corner of Sheboygan and Portland Streets. Vendors in this area will tear down at 2 p.m. and are given a \$10 per space discount based on the shortened vending time.

Kids Zone Discount - \$10 discount per space – must be a family/child activity

Kids Zone closes at 2 pm _____ @ -\$10/space = \$ _____

TOTAL ENCLOSED = \$ _____
(\$25 late fee after August 1 deadline)

Returning vendors: check here if you would prefer the same space as last year. Space # (if known): _____

Please list any special needs (i.e. away from smoke) for your space and the reason. If you have a number or spot request, please list it. Spaces will not be guaranteed. Returning vendors who submit applications prior to August 1 are given first priority on returning to their previous space assignment. After that date, vendor requests are considered in the order in which their vendor application is received.

FOR OFFICE USE:

Application Received _____ / _____ / _____

Entered into system _____ / _____ / _____

Product Type(s)

Which category best describes you? (Check only one.)

- Ready-to-eat Food & Beverage Vendor Produce/Garden Vendor Art or Craft Sales Other Product Sales
 Informational/Display Only (No S-240 required if informational only.)

List and describe the items you intend to sell and include price list (or attach). Be specific, the number of duplicate vendors will be limited. If you plan a display/information booth, describe the nature of the display and information, in detail. New art and craft vendor applicants are required to submit up to two photographs that represent wares in quality and variety. These may be submitted electronically to info@downtownfdl.com. Applications without photos will be disregarded.

Ready-to-eat Food & Beverage Vendors:

Please list the types of licenses, their numbers, and their expiration dates:

Non-profits may offer food/beverage sales up to three times per year without a license. Your signature on this application indicates that you understand you are responsible for following the requirements and/or recommendations from the FDL County Health Department regarding temporary food service and understand that spot inspections may take place at the event.

The vendor agrees to fully indemnify and hold harmless the sponsors and all associates, agents and employees from all actions, claims, costs, damages, liabilities, and expenses, including without limitations of the foregoing, all automobile or other vehicular accidents or occurrences, or arising out of or involving Workmen's Compensation or death claims. Event Sponsors are not responsible for any claims of loss, damage or injury to vendor/exhibitor, displays, merchandise, agents or employees. Exhibitor further agrees to abide by any other rules that are deemed necessary conduct of the above event. Any other matters not expressly provided herein shall come under the jurisdiction of the DFP, City and County of Fond du Lac, WI. I grant permission for the Downtown Fond du Lac Partnership to use any photos, videotape, etc. taken of my products or me in any and all publicity and advertising promoting Fondue Fest.

Print Name: _____

Signature: _____ Date: _____

Early registration is encouraged. Deadline is August 1, 2017.

Payments must be received by August 1 to avoid a \$25 late fee & ensure a space is reserved for you. In the unlikely event that your application is not accepted, your payment will be refunded.

January - August: Electronic invoices distributed within two weeks of receipt of application. Fondue Fest planning underway. If you have questions, don't hesitate to ask, otherwise you will not receive additional communication from the DFP regarding your application until August 15.

August 1, 2018: Application deadline. Payment must be received by this date to avoid \$25 late fee and ensure a space assignment.

August 15, 2018: Vendor space assignments distributed electronically.

August 31, 2018: Vendor maps distributed by mail.

Send to:

Downtown Fond du Lac Partnership
131 S. Main Street, Suite 101
Fond du Lac, WI 54935

Please call with further questions:
(920) 322-2006
info@downtownfdl.com

Your application is not complete until payment has been received. Make checks payable to DFP.

Vendors will receive a confirmation email upon receipt of their application.

Emailed and hard copies of vendor space assignments will be sent by August 31.

Please review www.fonduefest.com for responses to Frequently Asked Questions.

Address additional questions to Dusty Krikau at 920-322-2006 or info@downtownfdl.com.

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 <u>2018 FONDUE FEST</u></p> <p>2. Date(s) of Temporary Event <u>SEPTEMBER 8, 2018</u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u>FOND DU LAC, WI</u></p> <p>PART B: Operator Information: To be completed by the operator of the temporary event</p> <p>1. Name and Address <u>DOWNTOWN FOND DU LAC PARTNERSHIP</u> <u>131 S. MAIN STREET, FOND DU LAC, WI 54935</u></p> <p>2. Daytime Telephone Number (<u>920</u>) <u>322-2006</u></p> <p>3. Email Address <u>INFO@DOWNTOWNFDL.COM</u></p> <p>4. Wisconsin Tax Account Number <u> - - </u></p> <p>If blank, check appropriate box:</p> <p><input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input checked="" type="checkbox"/> Exempt Nonprofit Organization</p> <p><input type="checkbox"/> Other – Explain: _____</p>
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: 2px; text-align: center; margin: 5px 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 () _____ Business Telephone Number () _____</p> <p>6. Wisconsin Tax Account Number <u> - - </u></p> <p>7. Social Security Number <u>X X X - X X - </u> ← Complete either line 6, 7, or 8. Only one of these is required.</p> <p>8. Federal Identification Number (FEIN) <u>X X - X X X </u></p> <p>9. Check one box indicating the type of activity you intend to engage in at this event:</p> <p><input type="checkbox"/> Selling Taxable Merchandise or Service <input type="checkbox"/> Display Only</p> <p><input type="checkbox"/> Selling Exempt Merchandise or Service <input type="checkbox"/> Exempt under Occasional Sales Rule</p> <p><input type="checkbox"/> Direct Sellers, Company Name _____ <input type="checkbox"/> Nonprofit Organization</p>

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.