



# Downtown Fond du Lac Winter Market

## 2022-2023 Application

November 5, 2022 – February 25, 2023 | 8:00 a.m. – Noon | 16 E. Second St. Fond du Lac, WI 54935

<input type="checkbox"/> Homegrown	<input type="checkbox"/> Handmade	<input type="checkbox"/> Prepared Food
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Name: \_\_\_\_\_ Email: \_\_\_\_\_

Farm/Business Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Provide the physical address for your business' primary point of production. No P.O. Boxes.

Primary production location: \_\_\_\_\_ Acreage: \_\_\_\_\_

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

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

**Check any certification, licenses, or permits that your business presently holds.  
Copies must be submitted with application and must be on site during market days.**

<input type="checkbox"/> Certified Organic <input type="checkbox"/> Certified Biodynamic <input type="checkbox"/> Establishment License <input type="checkbox"/> Meat Plant License <input type="checkbox"/> Wisconsin Sellers Permit	<input type="checkbox"/> Food Alliance Certified <input type="checkbox"/> Temporary Food Stand License <input type="checkbox"/> Food Processing Plant License	<input type="checkbox"/> Certified Naturally Grown <input type="checkbox"/> Mobile Retail Food <input type="checkbox"/> Commercial Feed License <input type="checkbox"/> Other: _____
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**Identify the types of products that you will sell at this market. Check all that apply:**

<input type="checkbox"/> Fruits & Vegetables <input type="checkbox"/> Meat & Seafood <input type="checkbox"/> Nuts & Legumes	<input type="checkbox"/> Dairy <input type="checkbox"/> Eggs <input type="checkbox"/> Plants & Food	<input type="checkbox"/> Arts/Crafts/Services <input type="checkbox"/> Value Added* <input type="checkbox"/> Prepared Food**
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\*Value-added refers to products with two characteristics: The farmers make the foods from raw ingredients and primarily from ingredients that they plant, grow or care for, and harvest. They process the foods through baking, cooking, canning, drying, fermenting, preserving, or spinning techniques (honey, maple syrup, baked goods, jams, dried fruit, viticulture, pickles, wool yard, etc.)

\*\* Prepared food refers to products that agriculture or non-agriculture businesses make from ingredients that they primarily purchased. They made the food at the market for immediate consumption (sandwiches, brewed coffee, etc.).

**Please provide a short description of the items you intend to sell:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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<input type="checkbox"/> <b>Full-Season Vendor:</b> Vendor must attend at least 10 dates to qualify for this price. <input type="checkbox"/> \$100 per space	<input type="checkbox"/> <b>Week by Week Vendor:</b> Vendor may request any number of dates, but space assignment will vary based on availability. <input type="checkbox"/> \$20 per space
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<input type="checkbox"/> Nov 5	<input type="checkbox"/> Dec 3	<input type="checkbox"/> Jan 7	<input type="checkbox"/> Feb 4
<input type="checkbox"/> Nov 12	<input type="checkbox"/> Dec 10	<input type="checkbox"/> Jan 14	<input type="checkbox"/> Feb 11
<input type="checkbox"/> Nov 19	<input type="checkbox"/> Dec 17	<input type="checkbox"/> Jan 21	<input type="checkbox"/> Feb 18
No Market Thanksgiving	No Market Christmas	<input type="checkbox"/> Jan 28	<input type="checkbox"/> Feb 25
	No Market New Year's Eve		

Total Vendor Cost of 2022 Season: \$\_\_\_\_\_

Deadline for inclusion in first wave of map placement is November 2, 2022. Applications continue to be accepted all season. Map placement/Vendor spot not placed until payment has been made in FULL and ALL required paperwork in completed. Weekly maps are sent electronically the Wednesday prior to market. Application Checklist:

(Your application is not complete until all items are on file with the Downtown Fond du Lac Partnership.)

- ☐ This application pages 1-3 (S-240 Seller Information must be filled out)
- ☐ Copies of relevant licenses, permits, or certificates as indicated on page 1
- ☐ Payment

### Signature

Vendor agrees to indemnify & hold harmless the Downtown Fond du Lac Partnership, its employees, volunteers & sponsors, from any and all causes of action which may arise from the operation of this Farmers Market, not caused by negligence of the Downtown Fond du Lac Partnership, its employees, volunteers and sponsors. 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 the Market. By submitting this application, I acknowledge that the Rules & Regulations have been read and understood, and I will abide by the terms as presented. A Note on Vendor Insurance: While vendor insurance is not required, it is strongly encouraged

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

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

Please call with further questions:  
(920) 322-2006  
[amber@downtownfdl.com](mailto:amber@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.

<b>E V E N T  O P E R A T O R</b>	<b>PART A: Event Information: To be completed by the operator of the temporary event</b>  1. Name of Temporary Event _____  2. Date(s) of Temporary Event _____  3. Location of Temporary Event (e.g., Venue, City) _____  <b>PART B: Operator Information: To be completed by the operator of the temporary event</b>  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: _____					
	<b>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</b>  <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</b></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 _____
<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 8901  
Madison WI 53708-8901

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.