



# July 27-28-29, 2023 **FOOD VENDOR APPLICATION**

[www.TasteofWI.com](http://www.TasteofWI.com)

## **We're Back!**

The Kiwanis Club of Western Kenosha presents, *Taste of Wisconsin™*, a one-of-a-kind festival celebrating the best food and beverages of the area. *Taste of Wisconsin™* aims to bring its guests an immense array of flavors that are true culinary specialties. Unlike festivals that celebrate a particular food or beverage category, or single community, *Taste of Wisconsin™* brings the tastes and flavors of different cultures together in one amazing three-day celebration on the beautiful shoreline of Lake Michigan. In addition to the many opportunities to taste, sample, purchase and enjoy all the *Taste of Wisconsin™* has to offer, guests will also be treated to a wide variety of live music and entertainment, culinary demonstrations, children's activities and more. *Taste of Wisconsin™* offers FREE admission, so it's a family and budget-friendly choice for a summer weekend getaway.



*Taste of Wisconsin™* is the major fundraiser for local charities served by the Kiwanis Club of Western Kenosha. Its fundraising efforts are dedicated to providing a better quality of life for area youth, elderly and disadvantaged persons.

## **2022 Event Highlights**

- ★ Attendance of over 75,000
- ★ Over 50 food, beverage and other "taste" related vendors
- ★ Over 80 live musical acts on four sponsored Music Stages
- ★ Chef demonstrations and workshops in the sponsored Demo Center
- ★ Over 42,000 visits to [www.TasteofWi.com](http://www.TasteofWi.com) website
- ★ Almost 7,000 Fans on *Taste of Wisconsin™* Facebook page

## **2023 Increase Your Opportunity for Acceptance**

- ★ All ready to eat food items must be under \$15 each! NO EXCEPTIONS.
- ★ Be unique with your menu!
- ★ Take time to decorate your booth to pull in customers.

**Applications accepted through April 30, 2023 - Food Vendors are chosen by JURY SELECTION.**

For more information contact:

Mike Galligan, [rmikegalligan@gmail.com](mailto:rmikegalligan@gmail.com)

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**July 27-28-29, 2023**  
**FOOD VENDOR APPLICATION**  
[www.TasteofWI.com](http://www.TasteofWI.com)

## Application Process

A complete Vendor Application must be received by **April 30, 2023** via the PO Box mailing address noted below. FULL PAYMENT of all vending fees, a completed *Wisconsin Operator & Seller Information* form, and proof of insurance must be submitted *with the Application*. Applications received without these items will not be considered. Email notification of acceptance or non-acceptance will be made to all applicants the week of May 15, 2023. Applicants not accepted will receive their original payment check back with the written notification. Accepted applicants' checks will be deposited at that time. Checks returned due to non-sufficient funds will result in non-acceptance of the application and a returned check fee of \$50.00 charged to the applicant.

## Remittance Instructions - APPLICATION MISSING ANY OF THESE ITEMS WILL NOT BE CONSIDERED

- ☐ Include completed **Application** form, including **vending proposal** with menu description and pricing, **trailer dimensions** and photo, **full signature** on the final page.
- ☐ Include completed **Wisconsin Temporary Event Operator & Seller Information** form (*attached*).
- ☐ Include current **Certificate of Insurance** (*see Rules/Insurance and Terms/#11 below*). If certificate lapses prior to the date of the event, an updated certificate must be provided prior to the event.
- ☐ Include **check** payable to *Kiwanis Club of Western Kenosha* for full payment of vending fees.
- ☐ Mail all of the above materials to: **Kiwanis Club of Western Kenosha / Taste of Wisconsin™, PO Box 602, Kenosha, WI 53141-0602**. \*NOTE: Applications must be postmarked no later than April 26<sup>th</sup>, 2023.

## Rules & Regulations

- **SALES:** All sales are on a cash basis - there is no ticket system at *Taste of Wisconsin™*. Vendors are welcome to use personal wireless technology to accept credit cards; however Event offers no guarantee of Internet access on site. Vendors are responsible for all state and local sales taxes. \*NOTE: A completed *Wisconsin Temporary Event Operator & Seller Information* form (*attached*) is required per sec. 73.03(3), Wis. Stats and must be submitted with Application.
- **FOOD:** Vendors are encouraged to offer sample-sized menu items in addition to traditional serving portions to allow guests the opportunity to sample a wide variety of offerings throughout the event. **All ready-to-eat menu items must be priced at \$15.00 or less.**
- **BEVERAGE:** Soft drinks and bottled water may be sold by vendors, but must be purchased through *Taste of Wisconsin™*. Beer and wine products are sold exclusively by Taste of Wisconsin™. No other alcoholic beverages are permitted on the event grounds.
- **INSURANCE:** Vendors are responsible for obtaining general liability insurance with minimum limits of \$1,000,000.00 at their own expense and must submit a Certificate of Insurance with their Application naming *Taste of Wisconsin™*, Kiwanis Club of Western Kenosha, and the City of Kenosha as additionally insured (*see Terms/#11 below*).
- **SET UP/BOOTH ACCESS:** Vendor set up is Wednesday, July 26<sup>th</sup> 2pm-7pm and Thursday, July 27<sup>th</sup> 8am-1pm. **Electrical power will be switched on by 10am Friday.** Vendors must check in with *Taste of Wisconsin™* staff at the Vendor Entrance before entering the grounds. Vehicles may be used to transport materials onto the grounds and enter only from the Vendor Entrance. No vehicles will be permitted on the grounds after 1pm on Thursday. **Vendors must be fully set up and operational by Thursday at 2pm for health and fire inspections and by 10:00am on Friday and Saturday.** Vehicles will be permitted on the grounds for restocking booths on Friday and Saturday from 8am-10am only.
- **HEALTH CODE REQUIREMENTS:** Permits and compliance are the responsibility of the Vendor and must be in place no later than 10 days prior to the event. For permit requirements, contact the Kenosha County Division of Health at (262) 605-6700 or visit the *Taste of Wisconsin™* website for a link to online requirements and application.
- **FIRE CODE REQUIREMENTS:** Fire extinguishers and heavy duty electrical extensions cords are required in every vending space and must be supplied by Vendor. For fire code requirements, contact the Kenosha Fire Prevention Bureau at (262) 653-4110 or visit the *Taste of Wisconsin™* website for a PDF document of the requirements.
- **VENDOR PARKING:** A designated lot for vendor parking will be provided near the event site. Each vendor will receive two parking passes for this lot and space is on a first come first serve basis. Additional parking is available on surrounding streets and/or City of Kenosha parking lots in the area as signed. All parking is free of charge.
- **SIGNAGE:** Vendors must supply and post clearly their own menu and price signs within their space. **Handwritten signs are NOT PERMITTED.**
- **STAFFING:** Vendors are required to have a minimum of one person staffing their space at all times during open festival hours. Festival hours are Thursday 3pm-11pm, Friday 11am-11pm, and Saturday 11am-11pm. Vendors are responsible for ensuring that all event rules and guidelines are communicated and adhered to by staff members.
- **WATER:** There is no running water available on the event grounds. Vendors are responsible for providing water necessary for cooking, cleaning and other operations according to health regulations.

- **GARBAGE:** Vendors are responsible for their own garbage/recycling receptacles and liners. The event will provide dumpsters in a designated area to deposit garbage and recyclables (blue bags required for recycle area use). Vendors are responsible for transporting garbage to this area; Event will **NOT** transport Vendor garbage. Please do not use public garbage and recycling receptacles for your vending operations. Cooking oil and grease must be secured and disposed of off-site.
- **SECURITY:** There will be security on-site daily and roaming security overnight. *Taste of Wisconsin™* will not be responsible for Vendor property or materials. Please secure your space accordingly.
- **VOLUNTEER VOUCHERS:** Volunteers receive food and drink vouchers for their services. Vendors are required to accept the FOOD vouchers as cash. Vouchers are in \$1 increments and no change should be given. Vendors will be reimbursed for FOOD vouchers turned in at the close of the event Saturday evening. A Voucher Packet will be provided to you with instructions for reimbursement. Reimbursement will be made by check and mailed to vendors following the event. Volunteer DRINK vouchers are valid for a soft drink or bottled water and are redeemable ONLY at the *Taste of Wisconsin™* /Kiwanis beverage bars. **Drink vouchers submitted by vendors for reimbursement will not be honored.**
- **BREAK DOWN:** Vendors are not permitted to begin breaking down their space until the official closing time of the festival, Saturday at 11PM. Vehicle traffic may resume on the event grounds for break down only after event security has cleared the grounds of guests and deems it safe for vehicle traffic. **Please note that there is no electrical power after 12:00am on Saturday. Breakdown must be fully completed by 10:00pm Sunday.**
- **CANCELLATION POLICY:** Cancellations must be submitted in writing. Fees are 50% refundable until June 1, 2023. No refunds will be permitted after June 1, 2023.

## Contract Terms

This contract ("Agreement") for space, made and entered into for good and valuable consideration, including, but not limited to, the mutual covenants and promises of the parties hereto, by and between *Taste of Wisconsin™* (hereinafter "TOW"), and the Vendor Company described within this Application hereof (hereinafter "VENDOR").

**1. VENDOR SPACE:** Vendor hereby licenses from TOW the space described within this Application hereof and agrees that it will only use the space for the express purposes described in its Application in accordance with the terms and provisions of this Agreement and the rules and regulations issued by TOW. Vendor shall have the right to use the space designated on the official site layout of the TOW event located on a portion of the property designated for the period of time indicated. TOW reserves the right to make changes in space assignments at any time when necessary, in the sole exercise of its judgment and discretion, for the proper conduct of the Event. Vendor may not sublet space.

**2. DISRUPTIVE ACTIVITY PROHIBITED:** Vendor agrees that in order to provide an environment suitable for a "family event", that Vendor must conduct activities in compliance with the rules and regulations of the Event and this Agreement, as administered by TOW in the exercise of its judgment and discretion. Further, Vendor agrees not to engage in any activity, which is deemed by TOW to be reasonably likely to be disruptive or adverse to the operations of other vendors or the general public.

**3. DEFAULT BY EXHIBITOR:** Upon a default by Vendor of this Agreement, including the Rules and Regulations of this Agreement, TOW shall provide Vendor with written notice of said default. Should Vendor not immediately cure any breach, TOW shall have the right to prohibit Vendor from entering the Event and from utilizing the Vendor space. TOW shall, however, permit Vendor to enter the premises to remove items at a mutually agreed upon time provided that TOW has not imposed a possessor lien hereunder.

**4. VENDOR'S DAMAGES LIQUIDATED:** Vendor and TOW mutually agree that it is difficult to establish actual damages which may ensue from a breach of this Agreement by TOW, or from a wrongful termination of Vendor's rights to enter the premises or to conduct its business at the Event and, accordingly, the parties mutually agree the Vendor shall be entitled to receive as damages hereunder an amount equal to the Vendor's Fee as liquidated damages, and that Vendor shall not be entitled to seek or recover any other or additional damages other than said liquidated damage. In the event of default by Vendor, TOW shall be entitled to seek any damages permitted by this agreement or by the laws of Wisconsin.

**5. DISPUTE RESOLVED BY ARBITRATION:** Should any dispute arise between the parties concerning this Agreement or matters contemplated herein (whether arising in tort or contract), the same shall be resolved by binding arbitration, conducted pursuant to the rules and regulations of the American Arbitration Association. Arbitration shall be the exclusive remedy and the final order of the arbitrators may be reduced to judgment in any court of competent jurisdiction. Any arbitration commenced hereunder shall be held in Kenosha, Wisconsin by one arbitrator in accordance with American Arbitration Association rules. Each party shall bear its own cost of arbitration, including, but not limited to, the costs of commencing arbitration, legal fees, costs, etc. Arbitration must be commenced, if at all, within one year after the event giving rise to the dispute.

**6. POSSESSORY LIEN/REMOVAL AND STORAGE:** TOW reserves the right to send all goods not removed from the Event by the close of the breakdown period to a storage warehouse at the expense of Vendor, and Vendor hereby waives all claims for loss or damage to such goods by reason of said removal, and further agrees to pay all such charges as may be incurred for transportation and storage of such goods. In addition thereto, Vendor further agrees to pay to TOW any

liquidated damages that TOW must pay to its lessor by reason of failure by Vendor to remove its goods from the premises as specified. Vendor hereby grants TOW a possessory lien on all property located on the Event premises as security for the payment of any amounts by TOW under this Agreement. **7. CHANGES TO EVENT HOURS:** Vendor agrees that TOW shall have absolute discretion to enlarge, shorten, or change the hours that the Event is open to the public or the hours during which the Vendor or its employees or agents may be present at the Venue in order to protect the safety and welfare of persons or property at the Venue or any other reason in TOW's sole discretion. Such action by TOW shall not constitute a default hereunder and shall not entitle Vendor to a refund or reduction of fees paid herein or damages of any description.

**8. TERMINATION BY VENDOR:** If Vendor notifies TOW of its intent not to display/vend, or if Vendor shall fail to make payments hereunder when due, or if Vendor fails to physically occupy the allotted space at the required time, Vendor shall thereupon forfeit its right to the use of such space and TOW shall have right to dispose of such space as it considers for the best interests of the Event and shall have the right, in addition to any other legal remedy granted by law, to retain all payments made by Vendor which are not refundable above as liquidated damages without liability or setoff of any kind on the part of TOW.

**9. FORCE MAJEURE:** TOW shall have no liability whatsoever for any losses or damages resulting directly or indirectly from strikes, lockouts, labor disturbances of any kind, fire, weather, delays or defaults of supplies or contractors, terrorism or threat thereof, acts of God, or from any similar or dissimilar cause beyond the reasonable control of TOW. In addition to the foregoing, if the holding of said Event is prevented by any governmental regulation or order, or if by reason of any governmental request or local, national or international disturbance, or for any other reason, it is deemed inadvisable in the exclusive discretion of TOW to conduct said Event, or if the conduct of said Event is interfered with, then, in either such event, TOW shall have no liability or obligation to Vendor, except that if Vendor's show space has not been made available to it, TOW shall return to Vendor any payments named under Paragraph (1) hereof after deducting there from a pro rata share of actual expenses incurred in connection with said Event.

**10. RULES AND REGULATIONS:** Vendor shall receive from TOW prior to the Event an email Vendor Package containing complete information on services provided by Event management and any other specific rules and regulations. Vendor agrees to be bound by said rules and regulations, which by reference thereto are made a part of this Agreement, as are any further published rules and regulations. Vendor also agrees to comply with all pertinent laws, codes and regulations of municipal or other authorities affecting the space contracted herein. If Vendor shall, in the judgment of TOW, violate or fail to comply with any said rules and regulations or any said laws, code or regulation, of which fact TOW shall be sole judge, TOW may, at its discretion, and without notice to Vendor, re-enter such space by force or otherwise, and terminate the right to use the same and remove Vendor or any other occupant, and their property and effects, therefrom, and hold said space as if this Agreement had never been made; and Vendor shall thereby and thereupon forfeit its rights in and to use of said space and to money already paid therefore, and TOW shall have the right to dispose of said space in any matter it considers for the best interests of the Event, without liability or refund of any kind to the Vendor.

**11. LIABILITY:** Neither TOW, Kiwanis Club of Western Kenosha, or the City of Kenosha, their employees, representatives or affiliates shall be liable or responsible for any injury to Vendors, or their employees, or guests, or visitors while within the confines of the space or spaces contracted for by the Vendor or in the Venue, nor shall said parties be liable for the loss or damage to any goods from any cause whatsoever while the same are in transit to or from the Venue, or while they are in the vendor area. Vendor hereby indemnifies and holds the said parties harmless from any and all such liability, and for any loss or damages caused by or in connection with any activities of Vendor. Vendor shall be responsible for obtaining general liability insurance with the minimum limit of \$1,000,000.00 at its own expense and shall provide a Certificate of Insurance naming Taste of Wisconsin™, Kiwanis Club of Western Kenosha, and the City of Kenosha as additionally insured, and submit said certificate with this Application. Address for Certificate of Insurance purpose shall be PO Box 602, Kenosha, WI 53141-0602.

Neither TOW, Kiwanis Club of Western Kenosha, nor the City of Kenosha shall be responsible or held liable for any loss or damage to Vendor's property, including but not limited to loss or damages occasioned by theft, fire, smoke, acts of God, public enemy, Event visitors or guests, power loss, or any other cause. **12. AGREEMENT:** this Agreement incorporates by reference and makes a part hereof the full content of this Agreement, the rules, terms, conditions and regulations of TOW, and the Vendor Package, all of which shall be deemed to constitute a binding and enforceable part of this Agreement. Headings are included for reference purposes only and do not limit the content of this Agreement. This Agreement, as herein defined, constitutes the entire understanding of the parties, and shall not be amended, assigned or otherwise altered, except in writing, executed by the parties hereto, with the exception of changes in space size or allocation. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. This Agreement shall be binding upon the parties hereto, and may not be assigned except by written consent of both parties, such consent not to be unreasonably withheld..

## 1 Taste of Wisconsin™ Food Vendor Contact Information

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

Vendor ID Sign Copy: \_\_\_\_\_

(As you would like it to appear – maximum 35 characters and/or spaces)

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook Page: \_\_\_\_\_

## 2 Will you be selling at your booth? ☐ YES ☐ NO

## 3 Food Vending Proposal, Menu & Pricing

Please provide a detailed description of your MENU or products that will be sold or promoted in your vending space at **Taste of Wisconsin™** as well as their respective PRICES. **Please remember that all ready-to-eat menu items must be priced \$15.00 or less and no alcohol sales are permitted by vendors. Only menu items approved by event management will be permitted on site.** Vendors intending to use concession trailers must include full dimensions in this proposal as well (see *Space Order below for details*). Keep in mind that your application will be reviewed by a selection committee and vendors will be chosen on the merits of this information. Be as descriptive as possible to provide the committee with the best possible understanding of what your booth will provide to the overall event and guest experience. Photos, literature, and/or examples of prior vending experience are welcome. Please feel free to attach additional pages to this application if necessary.

MENU ITEM	note: (all ready to eat menu items must be under \$15 each)	PRICE
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

## Space &amp; Amenities Order

QTY.

TOTAL

## FOOD VENDING SPACE

<input type="checkbox"/> Grass Space Only – 10' x 10'	\$550 each	_____	\$ _____
<input type="checkbox"/> Tent with Space – 10' x 10' Includes one 8' table and two folding chairs.	\$850 each	_____	\$ _____
<input type="checkbox"/> Tent with Space – 20' x 20' Includes two 8' tables and two folding chairs.	\$1150 each	_____	\$ _____
<input type="checkbox"/> Concession Trailer Space – up to 20'	\$950 each	_____	\$ _____
<input type="checkbox"/> Concession Trailer Space – 20' to 30'	\$1250 each	_____	\$ _____

*Concessions trailers must be parked in the vending space for the duration of the event and used primarily to serve customers. Exact dimensions (length/width/height) must be submitted with Application along with photos of the trailer and electrical connections. Dimensions must include trailer hitch and tongue.*

## ELECTRICAL SERVICE &amp; ADD ONS

Advance/Standard (standard rate effective after 5/31/20)

<input type="checkbox"/> Electrical Service – 20 amp 120V	\$250 each / \$275 each	_____	\$ _____
<input type="checkbox"/> Electrical Service – 30 amp 1 Phase	\$300 each / \$325 each	_____	\$ _____
<input type="checkbox"/> Electrical Service – 50 amp 1 Phase	\$350 each / \$375 each	_____	\$ _____

*You will only be given the amount of electricity you order – all overages will be charged on site for the standard rate only when available. Electrical will be available within 100' of space. Please note: **Electrical service will be available by 10am Friday and no service is provided after 8pm on Sunday.** NO PORTABLE GENERATORS.*

<input type="checkbox"/> 8-Foot Table	\$50 each _____	\$ _____
<input type="checkbox"/> Folding Chair	\$15 each _____	\$ _____

TOTAL DUE: \$ \_\_\_\_\_

- Utility/storage trailer and vehicle parking are not permitted on event site without prior written approval. An extra charge will apply and is negotiable depending on space needs.
- Larger spaces and customized set up to be reviewed on an individual basis - please inquire.

## Vendor Authorization

I agree to abide by all terms, conditions, rules and regulations governing the **Taste of Wisconsin™** as printed above hereof which are part of this Application and further published rules and regulations. Acceptance of this Application by **Taste of Wisconsin™** constitutes a binding contract. Application is not a guarantee of acceptance.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Taste of Wisconsin™ use only**

Application Receipt Date: \_\_\_\_\_ Check No: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



# 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	Taste of Wisconsin
	2. Date(s) of Temporary Event	July 27-28-29, 2023
	3. Location of Temporary Event (e.g., Venue, City)	Kenosha, Wisconsin
	<b>PART B: Operator Information: To be completed by the operator of the temporary event</b>	
	1. Name and Address	Taste of Wisconsin PO Box 602, Kenosha WI 53141
	2. Daytime Telephone Number ( )	
	3. Email Address	info@tasteofwi.com
	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"/> Other – Explain:	<input checked="" type="checkbox"/> Exempt Nonprofit Organization	
<b>S E L L E R</b>	<b>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</b>	
	<b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</b>	
	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	

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.