



## Farmers Market 2019

Dear Farmer, Producer and/or Artisan,

We are very happy to announce that Egg Harbor will be hosting our third Farmers Market this season. The Market will take place on Friday mornings from 9am-1pm beginning on May 24 and running through October 25, weather permitting. The Market will be located at Harbor View Park located on Hwy 42, right in the center of beautiful downtown Egg Harbor.

We are now accepting applications for vendors and would like to invite you to submit an application.

**\*\*\*FARMERS JOIN FREE\*\*\* A farmer is defined as someone selling fresh vegetables, fruits, flowers, cheese, or meat that they grew/produced themselves. Additionally, any prepared food made from the products they produced/grew. Examples include: honey, syrup, jellies, and canned foods.**

Enclosed you will find the application form and vendor rules. Applicants will be juried based on the requirements stated in the attached Rules.

If you are interested in joining us, or know another Door County Farmer, Producer and/or Artisan who might be interested, for what we anticipate will be a very popular Farmers Market - please complete the application and mail it to:

EHBA  
P.O. Box 33  
Egg Harbor, WI  
54209

Please enclose a \$75 check (non-farm vendors only) to reserve your space for the season. If you are not approved, your check will be returned to you in full.

If you have questions, please contact Kathy at 920-823-2763.

Thank you very much,  
EHBA Farmers Market Committee  
Al, Kathy, Michelle and Meghan



Farmers Market Application

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

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

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

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Farmer selling produce?  Y  N | Hand-crafted item?  Y  N | Other?  Y  N  
(Please see first page, or rule #7 for 'Farmer' definition)

If you are selling organic produce, are you certified organic?  Y  N

If you are selling poultry, eggs, or meats, are you licensed?  Y  N

If you are selling a prepared food product, is it produced in a licensed kitchen?  Y  N

Please include a list of all items you plan to sell. No other items will be permitted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you need access to water and/or electricity?  Y  N

If yes, please explain why? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

State of WI Seller's Permit # \_\_\_\_\_

In order to be considered, please include:

- Completed Application Form
- **Non-farm vendors: check made payable to EHBA for \$75.** Check will be returned if not approved.
- If you are required to be licensed or are certified organic, please include copy.
- One Copy of Wisconsin Sales Tax Permit. Non-profits must provide tax exempt number
- Completed Wisconsin Temporary Event Operator and Seller form.

I accept the rules and regulations regarding my participation in the 2019 Egg Harbor Farmers Market.

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



## Farmers Market Rules- 2019

Egg Harbor is happy to announce we will be hosting our third Farmers Market this summer. Markets will be held on Fridays from 9am - 1pm beginning May 24, and running through October 25, weather permitting. The Market will be held at Harbor View Park located along Highway 42, in the heart of downtown Egg Harbor.

1. The Egg Harbor Farmers Market is a non-competitive and respectful environment between all vendors.
2. The vendor who purchases a stall must keep ownership of the stall all season and may be the only person(s) selling from that stall.
3. The annual fee for a 10'x10' booth is **\$75** for all non-farmers. Approved farmers are exempt from the fee. Only one booth per vendor will be allowed unless there are extra booths (limit of two). All fees are non-refundable with no exceptions, unless you are not approved, then your check will be returned to you in full. The Egg Harbor Business Association and its assigned Market Manager has the right to remove vendors that do not comply with the rules. The EHBA will assign booths and retains the right to change spaces up until the market day. Please double check your space number and location on the map and list at the Market Manager's booth. The EHBA will make every effort to adhere to any special requests but we cannot guarantee them.
4. Vendors may not arrive at the park before 8:00am. Vendors should have their stall set up no later than 8:45am. Vendors not set up by the designated time may forfeit their stall. Vendors **MUST** park in the spaces available behind The Chocolate Chicken, Harbor View Grill and Fat Louie's. The spaces are within close proximity to the park.
5. Vendors are to stop selling at 1pm, not before, to clean and pack up. Every attempt should be made to be completely packed up and exit the park by 2pm. Vendors are responsible for cleaning up all debris from their area.
6. Tents are not required. However, anyone wanting to use a tent must have each leg secured by a minimum of 25lbs per leg. Shade umbrellas are allowed but must be securely anchored.

7. The Market will be 50% farm products and 50% handcrafts. Produce, handcrafted items and all other products to be sold must be produced by the seller/family members, and must be produced in Door County. Sellers must be Door County residents. Absolutely no re-sale, wholesale or store bought products will be allowed. **Definition of a farmer: someone selling fresh vegetables, fruits, flowers, cheese, or meat that they grew/produced themselves. Additionally, any prepared food made from the products they produced/grew. Ex.: honey, syrup, jellies, and canned foods.**
8. The EHBA & Market Manager have the right to refuse any vendor. If there are issues, you will receive one written warning before being asked to leave.
9. It is the responsibility of the vendor to apply for and pay for all licenses and fees required by the EHBA, State of Wisconsin and/or the Federal government. If you are selling produce you can not use the word or claim to be Organic unless you are Certified Organic.
10. Vendors are responsible for reporting and collecting any applicable sales tax.
11. The EHBA is not responsible for any loss, theft, damages or emergency situations including weather.
12. Power and water may be made available upon request.
13. Farm Market Vendors must set up for 12 markets. Unexcused absences may result in loss or reassignment of your seasonal spot with no refund. (With the exception of seasonal farm products i.e. strawberries or sweet corn)
14. Live animals must be approved ahead of time. All dogs must be leashed, under control of owner and up to date on all shots.
15. No smoking on grounds during shows.
16. Order of application acceptance is on a first come, first served basis.
17. Market Manager is Michelle Anderson.

# 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>	<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>
	<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> <p style="text-align: center;"><b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</b></p> <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>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> <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>
<b>S E L L E R</b>	

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.