

Egg Harbor Business Association

PO Box 33 | 7860 Hwy 42
Egg Harbor, Wisconsin 54209

Tel: 920-868-3717

info@egg harbordoorcounty.org
www.egg harbordoorcounty.org

Dear Artist/Crafter,

The Egg Harbor Business Association (EHBA) is pleased to invite you to participate in Pumpkin Patch 2019. Pumpkin Patch prides itself on being able to showcase crafters and artists who provide high-quality items that are their own works or arts. Please note we require all work to be your own original handcrafted or original art item – *handmade items or locally produced by the seller only*. This is a juried show and all work exhibited at the show is expected to be equivalent to the quality depicted in your application photos.

ELIGIBILITY: Open to artists, crafters, and producers that are original, local, quality artwork or originally designed and/or handcrafted works. The screening committee reserves the right to reject any work deemed inappropriate for the show or an application without all requested information including photos and appropriate fees. In order to maintain a balanced show, specific categories may be limited.

NO IMPORTS/ NO MASS PRODUCTION PRODUCTS/ NO BUY OR RESALE ITEMS.

SCREENING: All potential exhibitors must submit five (5) photos: One (1) photo must be of the display booth, one (1) photo must show you in the process of designing or creating or working on your project and three (3) photos of the items you will be selling. Photos must be labeled with your name and a short description of the items being sold. Additional photos of your work may be submitted to improve your application. All work exhibited is expected to be equivalent in quality to that depicted in the application photographs. The Pumpkin Patch Committee reserves the right to accept or reject applications.

BOOTHS: Participating vendors will be allowed a 10' x 10' space. Both layout and locations will be assigned throughout the Village of Egg Harbor by the EHBA Pumpkin Patch Committee. Set up time is 9:00am on Saturday, October 12, with shutdown at 5:00pm. The earliest you may set up is 5:30pm on Friday, October 5. On Sunday, October 13, set up time is 9:00am with shutdown time at 5:00pm. Exhibitors **MAY NOT** close or tear down until 5:00pm both days. Tearing down early will result in automatic exclusion from future shows.

- Exhibitors must provide their own display equipment tables and chairs.
- Exhibitors must bring with them enough merchandise to sell during the entire event.



- Exhibitors cannot display any type of marketing sign that detracts from the appeal of the craft show, show a sale, show a closeout, show a year-end sale or other phrases as such.
- Parking spaces may not be used, and public access areas may not be blocked. Vendors are required to park in the parking lot on Church Street. Booth spaces are non-transferable. Exhibitors are responsible for their own merchandise and booth area. EHBA is not responsible for any damage or theft.
- Each exhibitor is responsible for their own liability insurance.
- Exhibitors must clean up and appropriately discard all trash in their area to trash receptacles including cardboard, electrical ties, etc.

Should merchandise for sale in your booth be deemed not appropriate, you will be asked to put those items away and are not allowed to sell them at any time during the show. Should majority of your items be deemed not appropriate you will be asked to tear down your booth immediately and asked to leave the festival.

ELECTRICITY: Electrical service is available but must be ordered if needed, by marking on application. This is important for booth assignments, as there are some booths without safe electrical access.

ENTRY PROCEDURE: For your work to be considered for exhibition you must submit the following:

- The completed and signed enclosed application form, Transient Merchant License application and check or money order for the specific number of booth spaces requested and Transient Merchant License fee. Make check payable to EHBA.
- One copy of your Wisconsin Sales Tax Permit along with your Wisconsin Tax ID number. Non-Profit organizations must provide a tax-exempt number.
- Five (5) color photographs for jurying. One (1) photo must be of the display booth, one (1) photo must show you in the process of designing or creating or working on your project and three (3) Photos of the items you will be selling. Photos must be labeled with your name and a short description of the items being sold.
- A completed and signed Wisconsin Temporary Event Operator and Seller Information form.

DEADLINE: Applications will be accepted until September 9, 2019 (screening in September). Postdated or NSF checks will result in forfeiture of your booth space.

CANCELLATION POLICY: Fees must be included with application and are non-refundable after notification of selection unless the space can be reassigned. In this case there will be a 20% cancellation fee withheld from your refund. **There are NO REFUNDS for cancellation after October 1, 2019.**

NOTIFICATION: Exhibitors will be notified by October 1, 2019. Those not accepted for Pumpkin Patch will have their checks for their Booth Fee and Transient Merchant License Fee returned along with their photos. Accepted exhibitors will have their photos returned at the event.

QUESTIONS: If you have any questions, call 920-868-3717 or visit www.EggHarborDoorCounty.org.

Return your completed application to:

EHBA Pumpkin Patch Committee
PO Box 33
Egg Harbor, WI 54209



Application Form
Pumpkin Patch Festival Arts & Crafts Show
October 12-13, 2019

Submit to: EHBA Pumpkin Patch Committee, PO Box 33, Egg Harbor WI 54209

Business Name: _____

Exhibitor Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Cell Phone: _____

Website: _____ Email: _____

Wisconsin Seller's Permit Number: _____

Categories for Jurying: (CIRCLE ONLY ONE)

Basketry Candles Ceramic Clothing Fine Art Floral Food Product Furniture Holiday
Jewelry Metal Music Painting Photography Pottery Sewn Soaps Stained Glass Textiles
Wooden Miscellaneous (One word that best describes what you are selling): _____

Fee Schedule:

Number of booths (10' x 10') _____ @ \$75.00 per space.....\$ _____

or _____ @ \$25.00 for Door Co Non-Profit Org)\$ _____

Transient Merchant License Fee \$175.00.....\$ _____

or @ \$25.00 for Door Co Non-Profit Org)\$ _____

Total Fee.....\$ _____

Do you require electricity? ___ Yes ___ No (Please check one.)

(All prices include sales tax.)

IN ORDER FOR YOUR WORK TO BE CONSIDERED FOR EXHIBITION YOU MUST SUBMIT THE FOLLOWING:

- The completed and signed enclosed Application Form by **September 9, 2019**.
- Check made payable to *EHBA* or money order for the total fee listed above.
- The completed and signed enclosed Transient Merchant License Application.
- One copy of your Wisconsin Sales Tax Permit along with your Wisconsin Tax ID number. Non-profit organizations must provide a tax-exempt number.
- Five (5) color photographs for jurying. One (1) photo must be of the display booth, one (1) photo must show you in the process of designing or creating or working on your project and three (3) photos of the items you will be selling. Photos must be labeled with your name and a short description of the items being sold. All work exhibited is expected to be equivalent in quality to that depicted in the application photographs.
- Completed and signed enclosed Wisconsin Temporary Event Operator and Seller Information.

I accept the rules and regulations regarding my participation in the 2019 Pumpkin Patch Arts and Crafts Show. I understand that all work exhibited must be my own original art or handcrafted item.

Signature: _____ 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.

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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<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. 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.



2019

**VILLAGE OF EGG HARBOR
TRANSIENT MERCHANT LICENSE APPLICATION**

Any person desiring a Transient Merchant License shall file with the Village Clerk-Treasurer at least ten days before conducting any sale (ref. Ch. 111, Village Code of Ordinances):

Transient Merchant is defined as a person engaged in the sale of merchandise at any place in the Village temporarily and who does not intend to become and does not become a permanent merchant of the Village.

Contact Person _____ Phone Number _____
E-mail Information _____

Residence: _____ Business address: _____

Identifying Business Name/Organization: _____

The type of business in which the applicant has been engaged during the previous two years: _____

The date(s) of sale _____ Time of Sale _____
Exact address location of the intended sale: _____

The following items MUST be attached to the application for application approval and licensing:

- 1) An **itemized list of all types of merchandise** to be offered for sale;
- 2) A **current State tax ID and seller's permit** (for nonprofit organization, a tax-exempt certificate);
- 3) For events: If not the sponsor of an event, a **copy of the event permit from the sponsor**; and
- 4) **The fee: Commercial Transient Space \$175; Door County Non-profit Space \$25**

(*Please make checks payable to: Village of Egg Harbor* & mail to Village of Egg Harbor, P O Box 175, Egg Harbor, WI 54209)

Name of Applicant: _____
(Please Print)

Signature: _____ Date: _____

Date Application Received: _____	Check Number: _____
Received by: _____	Payment Receipt Number: _____
Approved by: _____	Date of Approval: _____