

Colors of Christmas CRAFT FAIR



Greetings,

Wisconsin Lutheran High School's CRAFT FAIR will be held Saturday, November 17, 2012. We are located just south of Bluemound Road, at 330 North Glenview Avenue in Milwaukee (Glenview is also known as 84th Street).

Please note the new Craft Fair hours in 2012. Fair hours will be from **9:00 a.m. to 3:00 p.m.** with set-up time starting at 7:00 a.m.

The registration fee is \$65.00 for a 10' x 10' area which includes two chairs. Food and concessions will be available. There are limited electrical outlets and six foot tables available on a first come, first serve basis for an additional fee of \$5.00 for electricity and \$10.00 for each table. The fair is juried.

Please include or email two color photos of your artwork or craft (except returning exhibitors). Photos will be returned. Fees will be returned if not selected. **All exhibitors are asked to donate a craft item (\$20 value or more) the day of the fair for the silent auction.**

The following rules and regulations must be followed:

1. All arts and crafts **MUST BE HANDMADE.**
2. All exhibitors are expected to keep their area clean and neat at all times.
3. **Exhibitors supply their own tables** which must be covered to the floor, with boxes hidden.
4. **EXHIBITORS MUST NOT LEAVE BEFORE FAIR CLOSES AT 3PM.**
6. **NO SMOKING** - school policy prohibits smoking in school building or on school grounds.
7. Burning candles or other potential fire hazards is not permitted.
8. No live animals allowed.
9. Wisconsin Lutheran High School has the right to reject any application.
10. Registration fees are not refundable once application is accepted. If application is rejected, fees will be refunded.
11. It is understood that Wisconsin Lutheran High School and all its employees, the Craft Fair Committee and all those connected with the Fair, shall be held harmless and relieved of any responsibility connected with the exhibitor's damages, liabilities, or losses.

Applications accepted until full.

Please call 414-453-4567 ext. 2291 or email gail.wittenburg@wlhs.org with questions.

Thank You and Happy Crafting,

Gail Wittenburg

Note: Wisconsin Lutheran High School is a Christian educational facility. We reserve the right to restrict the display and sale of items with symbolism contrary to Christian tradition.

Colors of Christmas

CRAFT FAIR



Wisconsin Lutheran High School 2012 CRAFT FAIR APPLICATION NOVEMBER 17, 2012

Please complete application. Return with **PHOTOS, TAX FORM, and PAYMENT** to address below.

(Please Print)

Name(s): _____

Name to Appear in Program: _____

Address: _____

Phone: _____ Email: _____

Wisconsin Seller Permit Number: _____

Type of Craft: _____

Do You Need Electrical Hook-up? (\$5.00 additional) Yes No

Do You Need a Table Rental? (\$10.00 additional) Yes No

Booth Fee: _____ number of space(s) x \$65.00 \$ _____

Electrical Hook-Up additional \$5.00 \$ _____

6 Foot Table Rental: _____ number of table(s) x \$10.00 \$ _____

Total Amount Enclosed: \$ _____

Please make checks or money orders payable to Wisconsin Lutheran High School.

I understand and agree to the rules and regulations that Wisconsin Lutheran High School has provided.

Signed: _____

Special Requests or Comments: _____

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>WLHS Colors of Christmas Craft Fair</u></p> <p>2. Date(s) of Temporary Event <u>November 17, 2012</u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u>Milwaukee</u></p> <p>PART B: Operator Information: To be completed by the operator of the temporary event</p> <p>1. Name and Address <u>Wisconsin Lutheran High School</u> <u>330 North Glenview Avenue Milwaukee, Wisconsin 53213</u></p> <p>2. Daytime Telephone Number (<u>414</u>) <u>453-4567</u></p> <p>3. E-mail Address <u>gail.wittenburg@wlhs.org</u></p> <p>4. Wisconsin Tax Account Number <u>0 0 4</u> - _____ - <u>0 1</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 () _____</p> <p style="padding-left: 20px;">Business Telephone Number () _____</p> <p>6. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>7. Social Security Number _____ - _____ - _____</p> <p>8. Federal Identification Number (FEIN) _____ - _____</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 FAQ's can be found on the Department of Revenue's website at www.revenue.wi.gov/html/temevent.html. If you have additional questions, please contact the Department of Revenue by e-mail at tempevtprg@dor.state.wi.us or telephone at (920) 832-2910. See reverse side for submission instructions.

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 nonprofit 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 web site at www.revenue.wi.gov/forms/sales/index.html. If you prefer, you may use the fill-in form available from the same web site.

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 www.revenue.wi.gov/html/temevent.html. (Excel viewer is available.) Fill in the information for all sellers participating at the event and e-mail the spreadsheet to tempevtprg@dor.state.wi.us.
- **Paper Reporting:** Mail completed Forms S-240 or a printed version of spreadsheet to:

Temporary Events Program
Wisconsin Department of Revenue
265 W Northland Ave
Appleton WI 54911

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 web site, www.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 web site, 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 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.