

New Richmond Area Chamber of Commerce & Visitors Bureau invites you to join us on June 4 & 5, 2010 for the 43rd Annual Park Art Fair. This popular event attracts huge crowds and we encourage you to share the experience and join the fun. We are adding new events to Park Art Fair and doubling the advertising budget in order to bring you more customers!

All requests for entry must be accompanied by:

- Photographs representative of all of the work you will be displaying.
- \$90 entry fee
- A business size SASE
- Form #S240 which is enclosed for your convenience.

All work must be designed and created by the displaying exhibitor. No imported or mass-produced goods will be permitted. If there is anything in your booth for sale that was purchased, or was NOT handmade by you, you will be asked to remove those items.

Each exhibitor is expected to arrive at the show with a professional booth display not to exceed 10' x 10'. You may reserve multiple side-by-side booth spaces for larger displays. We do not cancel events because of inclement weather and we encourage artists and visitors to make every effort to attend. Be prepared for the elements: sun, rain, wind, etc.

All accepted applications will receive a confirmation packet which will include all relevant vendor and event information including your assigned space. Park Art Fair will make every effort to accommodate booth space requests. However, there are no guarantees, as event changes, tree plantings and booth compatibility may require booth space changes.

Park Art Fair Show Schedule (subject to change)

Friday, June 4th, 2010

10:00 a.m.	Vendor Set-Up Begins
5:00 p.m.	Vendor Set-Up Suspended and Park Art Fair Opens to the Public
5:00 p.m.	Live Music and Concession Sales Begins
8:00 p.m.	Park Art Fair Closes and Vendor May Resume Set-Up
10:00 p.m.	Live Music Concludes

Saturday, June 5th, 2010

6:00 a.m.	Vendor Set-Up Begins
10:00 a.m.	Park Art Fair Opens
11:00 a.m.	Live Music Begins
4:00 p.m.	Brew Sampling Begins
4:00 p.m.	Park Art Fair and Brew Sampling Concludes

Media Descriptions

Fine Art Painting: oil, watercolor, acrylics
Decorative Painting: tole, rosemalling
Photography/Drawings: computer pictures, caricatures, charcoal, pencil
Wood: furniture, toys, games, basketry, yard ornaments. Please list!
Glass: stained, blown, mirror
Pottery/Ceramics: bisque, porcelain, wheel thrown, hand built
Jewelry: all media, self explanatory
Decorative Craft: candles, dolls, dried naturals, wall hangings
Fabric: batik, quilts, apparel, leather, weaving, stitchery, silk flowers
Mixed Media: bonsai, other

Park Art Fair Application Form

Contact Name _____

Business Name _____

Address _____

City _____ State _____

Zip _____

Phone () _____

Email _____

Sellers Permit # _____

Media - Check One Category Only:

(see category listing on adjacent panel)

<input type="checkbox"/> Fine Art Painting	<input type="checkbox"/> Pottery/Ceramics
<input type="checkbox"/> Decorative Painting	<input type="checkbox"/> Jewelry
<input type="checkbox"/> Photography/Drawing	<input type="checkbox"/> Decorative Craft
<input type="checkbox"/> Wood (specify product _____)	<input type="checkbox"/> Fabric
<input type="checkbox"/> Glass	<input type="checkbox"/> Mixed Media (specify product _____)

Enclosure Check List - All must be included!

_____ \$90 per 10' x 10' booth space requested
 _____ Photographs of your work
 _____ A business size, self-addressed, stamped
 _____ Completed Form #S240

Preferred Space # _____
 (see adjacent panel)

I certify that the accompanying photographs are representative of my own work. I agree to be responsible for my display at all times. I understand that all reasonable care will be taken but that no responsibility is assumed by the Park Art Fair Committee, New Richmond Area CoC, the City of New Richmond, its officers or agents.

Signature _____ Date ____/____/____

Park Art Fair Application Deadline – April 15, 2010 (NO REFUNDS AFTER MAY 15, 2010)

Detach and mail entry form to:

Park Art Fair, NRACC & VB

245A South Knowles Avenue, New Richmond, WI 54017

715-246-2900/800-654-6380 Fax: 715/246-7100

email: info@newrichmondchamber.com website: www.parkartfair.com

Park Art Fair
c/o New Richmond Area Chamber of Commerce
245A South Knowles Avenue
New Richmond , Wisconsin 54017

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New Richmond, WI
Permit #9

www.parkartfair.com



June 4th & 5th, 2010
New Richmond, WI

2010
Vendor Application
and Information

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>Park Art Fair</u></p> <p>2. Date(s) of Temporary Event <u>Friday, June 4, 2010 & Saturday, June 5, 2010</u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u>Mary Park</u></p> <p>PART B: Operator Information: To be completed by the operator of the temporary event</p> <p>1. Name and Address <u>New Richmond Area Chamber of Commerce & Visitors Bureau</u> <u>245A South Knowles Avenue, New Richmond, WI 54017</u></p> <p>2. Daytime Telephone Number (715) <u>246-2900 or 800-654-6380</u></p> <p>3. E-mail Address <u>info@newrichmondchamber.com</u></p> <p>4. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>If blank, check appropriate box:</p> <p><input checked="" 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> 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> <table style="width: 100%;"> <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"/> 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 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.