



Dear Crafter,

Our 35th Annual Northland Mardi Gras Arts & Craft Fair is Saturday, July 17, 2021

Attached you will find a registration form and a WDR Seller's Form. You may duplicate these forms to share with another crafter. Please return your forms and entry fee. No spaces will be held without payment. We will send you a confirmation and map of the Craft Fair area and check in location via email a week prior to the event. We will not be assigning spaces until we get closer to the date of the fair.

Due to the Covid pandemic there will be no indoor spaces and no coffee and donuts provided to vendors as has been done in the past.

We are listed in several directories, on several websites, on our Facebook page, and in the Midwest Arts Fair magazine. Our radio ads coverage will include WJMC and Fox 99.1 in addition to our normal ads on WJBL and in the Ladysmith News and Barron County Shopper.

We appreciate your attendance and sharing your talents at our fair and look forward to seeing you in July. Please contact us by phone or email if you have any questions or need further information/assistance.

Sincerely,

Andy Strom
Office Manager
Rusk Area Chamber of Commerce
205 W 9th St South
Ladysmith WI 54848
715-532-7328 Extension #2
manager@liveruskcounty.com
www.liveruskcounty.com

35th Annual Ladysmith Arts & Crafts Fair
A part of Ladysmith's "NORTHLAND MARDI GRAS" Summer Festival
Downtown: Miner Ave - Ladysmith, WI.
Saturday, July 17, 2021
9:00 a.m. to 2:00 p.m.

Sponsored by: The Rusk Area Chamber of Commerce

- Eligibility: Open to all artists and crafts people.
- Requirements: Entry form (below), seller's tax form plus entry fee **and an email address**. You must provide your seller's permit number or your social security number. We are required to provide that information to the WI Department of Revenue as per section 73.03(38), Wisconsin Statutes.
- Entry Fee: See back side of this sheet for space options and prices. Space will be assigned on a first come-first served basis as the entry forms are received. No spaces will be held without payment. **Fee is non-refundable.**
- General Information: Set up time is 7:00 a.m. to 9:00 a.m. We require that all packing material and non-display items be kept out of sight. **No early tardowns.** Outside space 10' x 12'.

Make Checks Payable To:
Rusk Area Chamber of Commerce (RACC)
205 West 9th Street South
Ladysmith WI 54848

Questions: Call (715) 532-7328 (chamber office) or by email: manager@liveruskcounty.com

Cut here-----Cut here

Return the bottom portion of this form and keep the top part for your records

Please Print

Name _____ Phone _____
Address _____
City _____ State _____ Zip _____
Email address: _____
Permit # _____
Specific description of your work: _____

I understand and accept the terms above governing the Ladysmith Arts & Crafts Fair and further understand that the Rusk Area Chamber of Commerce is not responsible for possible loss due to theft, injury, or personal property damage.

Signature: _____ **Date:** _____

HELD: The Arts & Crafts Fair is always the third weekend of July, in conjunction with the Northland Mardi Gras in Ladysmith, Wisconsin. Mardi Gras is July 15-18, 2021. The Arts & Crafts Fair is Saturday, July 17.

LOCATION: The Arts & Crafts Fair is being held in downtown Ladysmith on Miner Avenue.

RESTROOM FACILITIES: Signage will be available to direct you. Public restrooms are available at some businesses. Porta-potties will also be available.

SET-UP AND PARKING: Upon arrival you will check-in at a designated check-in site. You will receive a survey form that will be collected at the end of the event. After unloading your vehicle, it must be moved immediately to the nearest public parking lot. Handicap exceptions will be arranged. We ask that your packing materials and non-display items be kept out of sight. In addition, we would like to suggest you have business cards available to hand out to your customers in case they would like to contact you later for an item.

ADVERTISING: The Rusk Area Chamber of Commerce advertises the fair in the Midwest Art Fair Directory, the Travel Wisconsin Web site, small newspapers and shoppers, WEAU-TV Community events, radio ads on WLDY-WJBL, WLMC, and Fox 99.1, our Chamber website and Facebook page, and various community calendars.

INCLEMENT WEATHER: In the event of severe weather, the Rusk County Sheriff's Department will notify everyone in the area to vacate and where they should go to take shelter.

EARLY BIRD PRICE – GOOD THROUGH JUNE 30, 2021

Please indicate your choice for space option here:

Outside Space: _____ (10' x 12') @ \$40.00

REGULAR PRICING – AFTER JULY 1

Outside Space: _____ (10 x 12) @ \$50

TOTAL FEE ENCLOSED: _____

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	PART A: Event Information: To be completed by the operator of the temporary event
	1. Name of Temporary Event _____
	2. Date(s) of Temporary Event _____
	3. Location of Temporary Event (e.g., Venue, City) _____
	PART B: Operator Information: To be completed by the operator of the temporary event
	1. Name and Address _____ _____
	2. Daytime Telephone Number () _____
	3. Email Address _____
	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"/> Exempt Nonprofit Organization <input type="checkbox"/> Other – Explain: _____
S E L L E R	PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.
	THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS
	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. 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 8901
Madison WI 53708-8901

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.