

GINGERBREAD CHRISTMAS

BAZAAR 2012

FEATURING HAND-MADE CRAFTS

WHERE: St. Joseph's School Gym
310 2nd Street
Baraboo, WI 53913

WHEN: Saturday, November 17, 2012

TIME: 8:00 a.m. – 2:30 p.m.

COST: \$40.00 PER 8' X 4' SPACE (Does NOT include a table.)
An 8' table may be reserved for an extra \$5.00.



For more information, call Coreen Marklein at (608) 393-0880 *after 5 p.m.* Registration forms and information are available on the St. Joseph's Parish website: www.stjosephparishbaraboo.com

Receipt of fees, completed application, and photo of crafts required to reserve your space(s).
You will receive written confirmation and receipt to confirm your space reservation.

SITES ARE ON A FIRST COME BASIS WITH PAID RESERVATION.

Please make checks payable to:
Please mail checks to:

St. Joseph CCW
Coreen S. Marklein, Chair
1307 Crawford Street
Baraboo, WI 53913

NO REFUNDS OR CANCELLATIONS AFTER OCTOBER 1, 2012

ENTRY APPLICATION (Please print.)

PHOTOS OF CRAFTS MUST ACCOMPANY REGISTRATION.

NAME: _____

ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

TYPE OF CRAFTS: _____

Number of spaces you wish to reserve (2 maximum) @\$40.00 each

Number of tables you wish to reserve (2 maximum) @\$5.00 each

Electrical (Outside walls ONLY) @\$5.00/space

Total Enclosed:

\$ _____
\$ _____
\$ _____
\$ _____

THANK YOU.

SAME SPACE AS LAST YEAR (2011): (circle one) **YES** **NO**

Comments and/or Suggestions:

NOTE TO CRAFTERS:

Laws enacted by the Wisconsin Legislature as of August 2009 require that a Wisconsin Temporary Event Operator and Seller Information form be completed and filed with Wisconsin Department of Revenue.

As a seller at this craft event, you may be responsible for obtaining a seller's permit from the Department of Revenue and for reporting and paying sales tax on sales at the Gingerbread Bazaar. Some exemptions apply and some crafters may not need a seller's permit, depending on number of craft shows participating in during the calendar year, dollar amount of sales, etc. If you have questions about the requirement to hold a Wisconsin seller's permit, you should contact the Wisconsin Department of Revenue at (608) 266-2776 or send an e-mail to: sales10@dor.state.wi.us.

Information can also be obtained in Publication 228 – Temporary Events.
<http://www.revenue.wi.gov/pubs/pb228.pdf>

St. Joseph's Council of Catholic Women, as the "operator" of a temporary event is required to report certain information to all sellers at the event, including those whose sales may be exempt from sales tax (see attachment for Information). As the "operator", we are responsible for providing seller information to the Department of Revenue.

Please complete the attached form and return along with your registration form PRIOR to or ON the date of the Gingerbread Bazaar and Craft Sale. Completion of the Wisconsin Temporary Event Operator and Seller Information – Section C of the attached form – will be required to participation in the Gingerbread Bazaar.

Thank you for your interest in St. Joseph's Council of Catholic Women Gingerbread Bazaar and Craft Sale. We appreciate your support.

Wisconsin Temporary Event Operator and Seller Information

Information on this form is required under sec. 73.03(38), Wis. Stats.

Instructions on reverse side.

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PART A: Event Information: To be completed by the operator of the temporary event

1. Name of Temporary Event Gingerbread Bazaar & Craft Fair
2. Date(s) of Temporary Event Saturday, November 17, 2012
3. Location of Temporary Event (e.g., Venue, City) St. Joseph's School, Baraboo WI

PART B: Operator information: To be completed by the operator of the temporary event

1. Name and Address St. Joseph's Council of Catholic Women, c/o St. Joseph's Parish, P.O. Box 70, Baraboo, WI 53913
2. Daytime Telephone Number (608) 393-0880 - Coreen S. Marklein
3. E-mail Address csmarklein@google.com
4. Wisconsin Tax Account Number 4 5 6 - 0 0 0 0 0 9 8 7 2 9 - 0 2
If blank, check appropriate box:
 No Taxable Sales Exempt under Occasional Sales Rule Exempt Nonprofit Organization
 Other - Explain: _____

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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:
 Selling Taxable Merchandise or Service Display Only
 Selling Exempt Merchandise or Service Exempt under Occasional Sales Rule
 Direct Sellers, Company Name _____ 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@revenue.wi.gov 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 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 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 submit using the department's secure file transmission application at <http://www.revenue.wi.gov/eserv/wteptran.html> or by U.S. Mail. Do not e-mail event reports to maintain confidentiality.
- **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 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.