

Superior downtown Summerfest

Superior Business Improvement District
1401 Tower Avenue, Ste 302
Superior, WI 54880
715-394-3557
www.superiorbid.com

Email: info@superiorbid.com

Find us on Facebook

DATE: Saturday, August 8th, 2015 from 11am-5pm.

LOCATION: N. Tower between Belknap & Winter Street

FEES: \$20 for 10'x10' space before July 25th, \$30 after that date.
Non profit rate is \$10, \$20 after July 25th.

Business Name: _____

Contact Name: _____

Address: _____

Best Contact Number: _____

EMAIL: _____

Vendor Type: Art & Craft _____ Commercial _____ Food _____ Non-Profit _____

Do you require electricity: Yes _____ No _____ Special needs: _____

Items to be sold: _____

WI Seller's Permit Number: _____

We are seeking vendors for our annual Tower Avenue Festival. Vendors will line Tower Avenue along with a music stage, roaming street entertainers, bands, other entertainment and demonstrations, kids games and activities and sidewalk sales. Questions call Jodi at 715-394-3557 or email info@superiorbid.com. The Superior Business Improvement District wishes to continue the celebration of our new streetscape and all it has to offer. This event will be highly advertised on TV, radio and newspaper.

Terms & Conditions

1. 10'x10' spaces will be filled on a first come basis. The application/contract must be filled out completely.
2. A signed copy will be returned to you via email to notify you of acceptance. All fees are due at that time.
3. Set up will be from 8-9:45 am the morning of the event.
4. Event will be held RAIN or SHINE and there are no refunds.
5. You are required to maintain your booth/space during the event.
6. Garbage: All vendors must remove their own garbage from the premises.
7. All vendors will be provided with an event flyer via email to share with family & friends.
8. All vendors are asked to unload their vehicles and park in a neighboring parking lot or on Banks Avenue. We want to keep close convenient parking for event attendees & shoppers.
9. REQUIRED: In the event your total sales exceed \$1,000, vendors must submit the *Temporary Event Operator and Seller Information* (Form S-240) attached, with your application. For additional information on Temporary Events in the State of Wisconsin visit www.revenue.wi.gov/html/tempseel.html

Douglas County, WI Sales Tax 5.5%

Please return completed
application and payment to:

Superior BID
1401 Tower Avenue
Superior, WI 54880

FOR OFFICE USE ONLY

Date Received: _____

Check # _____

Amount Paid: \$ _____

Response Date: _____

I authorize the release of any photos taken during the Tower event to the Superior Business Improvement District (BID) to use in their website, Facebook page, print advertising, or other marketing media. I have read and understand the terms & conditions, and I agree to participate in the Tower Avenue events listed. The Superior BID reserves the right to ask a distasteful display to be removed. If the owner or contact person fails to remove the distasteful exhibit, it may be removed by Superior BID personnel. In participation of the Tower Avenue event, I do hereby understand and assume all risks and responsibility for myself or business - organization. Furthermore, I agree to, and will at all times, indemnify, save and hold harmless the City of Superior, Douglas County, the Superior BID, their officers, agents, and employees from all liability, claims, demands and cost of every kind and nature including attorney's fees at trial or appellate levels and all court costs arising out of injury to, or death of persons, and damage to any and all property including loss thereof, resulting from or in a manner arising out of or in connection with activities or claims against the City of Superior, Douglas County, the Superior BID, its officers, agents or employees, in the event of any damage, injury or expense. This indemnity and covenant shall be binding upon my successors, assigns, heirs, executors and administrators.

Sign here: _____ 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	PART A: Event Information: To be completed by the operator of the temporary event	
	1. Name of Temporary Event <u>Superior Downtown Summerfest</u>	
	2. Date(s) of Temporary Event <u>August 8, 2015</u>	
	3. Location of Temporary Event (e.g., Venue, City) <u>Tower Avenue, Superior, Wisconsin</u>	
	PART B: Operator Information: To be completed by the operator of the temporary event	
	1. Name and Address <u>Superior Business Improvement District</u> <u>1401 Tower Avenue #302, Superior, WI 54880</u>	
	2. Daytime Telephone Number (715) <u>394-3557</u>	
	3. Email Address <u>info@superiorbid.com</u>	
	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 checked="" 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 <u>X X X</u> - <u>X X</u> - _____		
8. Federal Identification Number (FEIN) <u>X X</u> - <u>X X X</u> _____		
9. Check one box indicating the type of activity you intend to engage in at this event: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Selling Taxable Merchandise or Service <input type="checkbox"/> Selling Exempt Merchandise or Service <input type="checkbox"/> Direct Sellers, Company Name _____ </div> <div> <input type="checkbox"/> Display Only <input type="checkbox"/> Exempt under Occasional Sales Rule <input type="checkbox"/> Nonprofit Organization </div> </div>		

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.