



# OREGON SUMMER FEST MARKET

artisans//craftspeople//entrepreneurs

**In the main celebration tent.**  
12x12 spaces. Bring your own tables/chairs.  
Setup begins @ 7am.

Want to Participate? Return this form and non-refundable \$20 fee to:  
Oregon Area Chamber of Commerce; 117 Spring Street; Oregon,  
WI 53575

Name \_\_\_\_\_ Business \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_  
Website \_\_\_\_\_



Please read and sign terms and conditions on back.  
**APPLICATION DEADLINE: JUNE 10**

Questions? Contact the Oregon Area Chamber of Commerce at 608.835.3697  
or [judy@oregonwi.com](mailto:judy@oregonwi.com)

# Terms and Conditions of Contract for Oregon WI Summer Fest Vendors

## 1. Liability

Vendor agrees to indemnify and hold harmless The Oregon Area Chamber of Commerce (OACC) its principals, agents, officers and employees from all claims, losses, costs, damages or expenses resulting or arising from any and all injuries to or death of any person or damage to any property caused by an act, omission or neglect of Vendor's agents, employees, invitees, contractors, or guest which occur in or about the Vending Space. Vendor agrees to use and preoccupy the Vending Space at Vendor's own risk, and hereby releases OACC, its agents, officers, employees and invitees from all claims for any damage, loss or injury to persons or property to the full extent permitted by law occurring in or about the Vending Space, including, but not limited to damages, resulting from the acts of other Vendors, theft, vandalism, fire and other casualty damage or damage arising from any defects in the premises.

## 2. Space Assignments

OACC will assign booths in all cases; however, in every case the vendor's choice will be honored based on the special needs and compatibility of other vendors. OACC reserves the right to rearrange or renumber the site plan and relocate any Vending if it appears for the general good of all exhibits.

## 3. Installation of Exhibits

Vendors must arrive at the site before your scheduled operation hours. Your booth must be functional and open at 8 a.m.

## 4. Dismantling of Vendor Space

Vendor shall not dismantle or remove any portion of its booth prior to 2:00 p.m. The entire exhibit and all of Vendor's property must be removed from the premises by 3:00 p.m. on Saturday, June 24, 2017 to allow for final clean-up by the organizer's cleaning crew. Vendor is responsible for the control and maintenance of the Vending Space during the entire term for which the Vending Space is used by the Vendor. Area shall be returned to OACC in its original condition, and Vendor agrees to reimburse OACC for any cost or expense incurred by OACC in cleaning up or repairing damage to site. Trash must be removed and may be put in the dumpster behind the beer tent.

## 5. Vending Space

Exhibits will not exceed dimensions on contract without prior consent. Vendor may construct a semi-permanent booth that will not damage the site. Vendor may not vend any material deemed offensive or objectionable, in the reasonable opinion of the OACC, to the adjacent or surrounding Vendors, or to the festival as a whole.

## 6. Vending hours

Vendor shall maintain a responsible individual(s) in the vending space at all times during vending hours. Vendor shall be responsible for the conduct of any employees, agents, visitors or guests in or about the Vending Space. Vendor shall cause all such employees, agents, visitors or guests to be familiar with all rules governing Vendors.

## 7. Compliance with Law

Vendor, agents, employees, or assigns shall comply with all rules, regulations and requirements of the Oregon Fire Department, the Oregon Police Dept., the Health Department of Dane County or any governmental entity having jurisdiction over the premises. Vendor may be required at OACC's sole option to immediately cease its operations and vacate the Vending Space if Vendor's operation thereof, or the conduct of its agents, employees, or assigns should be found to be in violation of any such lawful requirements.

## 9. Use of Vending Space

a.) No electrical equipment allowed; b.) Vendor may not conduct a registration for a drawing of any kind without the prior consent of OACC; c.) No demonstrations, trophies, decorations, portals, fountains, signs, banners, advertising matter or exhibits of any kind or character will be allowed in the aisles or public passageways or attached to the tent walls or posts. (Areas outside of vending space); d.) General distribution of brochures, pamphlets, leaflets, flyers, newspapers, magazines or other literature or promotional materials of any kind or character is prohibited unless authorized by OACC. Non-compliance is subject to immediate dismissal and forfeiture of application fee; e.) Vendor agrees not to use the vending space for any political or religious purpose; f.) Solicitation of funds for any political corporation is strictly prohibited; g.) Vendor agrees not to place any item or merchandise outside of the designated Vending Space; h.) OACC, at its discretion, reserves the right to assign Vendors to the best space available, and to make shifts in location as deemed necessary; i.) No display space shall be sublet. No exceptions; j.) All food Vendors must be insured for liability and provide proof of coverage before set-up will be allowed. In all cases, food vendors wishing to insure their goods must do so at their own expense. OACC is not liable for any claims for theft, damage, or injury in conjunction with the Vending Space.

## 10. Removal of Exhibits by OACC

OACC reserves the right to prohibit any Vending (i) which, in OACC's reasonable judgment may detract from the general character of the festival; (ii) if the business or exhibition carried on by the Vendor or the manner of conducting the same is not as represented at the time of making the Contract or is not in keeping with the traditions or character of the festival; (iii) if the Vendor was entered under false pretenses; (iv) if the Vending is in violation of any of the rules governing Vendors; (v) Vendor displays or offers for sale any illegal drug-related items or paraphernalia. If an Vending is prohibited under the terms of this paragraph or because of a violation of any of the terms hereof, OACC shall have the right, but not obligation, to remove the Vending or any banner, advertising matter or other property of the Vendor situated within or about the Vending Space, but such removal shall in any event be at the cost and expense of Vendor, and Vendor shall immediately reimburse OACC for any cost or expense incurred in removing Vendor's Vending or portion thereof. Under such circumstances, Vendor shall not be entitled to a refund of monies paid to OACC under the terms of the Contract.

## 11. Safety Rules

a. Vendors shall take all necessary precautions for the safety of their personnel, other vendors and all other persons upon the premises and shall comply with all applicable provisions of federal, state and municipal safety laws, building codes and ordinances to prevent accidents or injury;. All decorations of papers, corrugated paper, crepe paper, drapes and all cloth must be flame proof to meet the standards of the Oregon fire department. OACC festival management shall rule upon any questions, disputes or problems which may arise pertaining to matters specifically covered and agreed upon in the foregoing paragraphs of the contract and such rulings shall be binding upon all interested parties.

I have read and agree to follow the Terms and Conditions of the Contract for Oregon WI Summer Fest Vendors:

VENDOR SIGNATURE: \_\_\_\_\_ 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.

<b>E V E N T  O P E R A T O R</b>	<b>PART A: Event Information: To be completed by the operator of the temporary event</b> 1. Name of Temporary Event <u>Oregon Summer Fest Market</u> 2. Date(s) of Temporary Event _____ 3. Location of Temporary Event (e.g., Venue, City) <u>Main Tent, Brook St., Oregon, WI 53575</u>
	<b>PART B: Operator Information: To be completed by the operator of the temporary event</b> 1. Name and Address <u>Oregon Area Chamber of Commerce</u> <u>117 Spring St., Oregon, WI 53575</u> 2. Daytime Telephone Number ( <u>608</u> ) <u>835-3697</u> 3. Email Address <u>judy@oregonwi.com</u> 4. Wisconsin Tax Account Number <u>39 - 1041919 -</u> 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: _____
<b>S E L L E R</b>	<b>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</b> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</b></div> 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 - X X -</u> _____ 8. Federal Identification Number (FEIN) <u>X X - X X X</u> _____ 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](http://revenue.wi.gov/html/temevent.html). If you have additional questions, please contact the Department of Revenue by email at [DORBusinessTax@revenue.wi.gov](mailto: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](http://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](http://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](http://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](http://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.