



## Come Celebrate All Things Bacon

Join us at the 5th Annual Bacon Bash!  
September 16 - 17, 2017 • River Falls, Wisconsin

Sat. 10AM – 7PM; Sun. 10AM – 4PM  
Heritage Park – 232 W. Maple St.



## MERCHANT VENDOR APPLICATION

The Bacon Bash® held in River Falls, Wisconsin, has grown to become the nation's largest free bacon festival. Brought to you by the River Falls Chamber of Commerce & Tourism Bureau (Chamber), Bacon Bash celebrates all things bacon and promises to be a "porktacular" event complete with a variety of family-friendly activities where young and old are invited to taste a plethora of bacon-inspired dishes and partake in cook-off competitions, pig-themed activities including the popular pet parade, a variety of contests (i.e. pig wing eating competition, kid's eating contests, pig calling/impersonation, etc.), arts and crafts fair, live music, microbrews and more!

### 2016 Event Highlights

- Nearly 12,000 bacon lovers converged on River Falls to attend the 2016 Bacon Bash.
- Over 41,000 annual visits to [www.riverfallsbaconbash.com](http://www.riverfallsbaconbash.com) website.
- Almost 3,000 fans on River Falls Bacon Bash Facebook page.

### For More Information

Contact the Chamber at [info@rfchamber.com](mailto:info@rfchamber.com) or (715) 425-2533, [www.riverfallsbaconbash.com](http://www.riverfallsbaconbash.com).

## Application Process

A complete Vendor Application and supplemental items (noted below) must be received by the start of the craft fair on Saturday (pending booth availability). Incomplete applications will not be considered. The Chamber reserves the right to reject applications. Notification of acceptance or non-acceptance will be made to all applicants prior to the start of the craft fair. Fees are not refundable after acceptance. There is no rain date or refund in the event of cancellation. Applicants not selected will receive their original payment (checks preferred) back with written notification. Accepted applicants' checks will be deposited at that time. Checks returned due to non-sufficient funds will result in non-acceptance of the application and a returned check fee of \$50.00 to be charged to the applicant.

## Rules & Regulations

- **SALES:** All sales to be processed by vendor. All vendors selling items must post their state sales tax identification number onsite. Wi-Fi is not available for payment processing; however, there will be an ATM in close proximity to the vendor area. *\*NOTE: a completed Wisconsin Temporary Event Operator and Seller Information form (attached) is required per sec. 73.03(3), Wis. Stats. and must be submitted with Application.*
- **HEALTH PERMIT:** If you are providing food and are not sure if you need a permit please call the Pierce County Health Department, Michele Williams, at (715) 273 – 6755 with any questions.
- **BEVERAGE:** Beverages may not be sold by Vendor. Bottled water, soft drinks, beer and wine products are sold exclusively by the Chamber.
- **INSURANCE:** Vendors are responsible for obtaining general liability insurance and must submit a Certificate of Insurance with their Application naming River Falls Chamber of Commerce & Tourism Bureau as additional insured.
- **BOOTH:** Vendors must supply own tent and/or awning with weights, table(s), chair(s), banner(s), and other supplies in compliance with fire safety requirements. It is the vendor's responsibility to provide, assemble and disassemble booth while ensuring safety to the public during set-up, operation and tear-down.
- **SET UP:** Vendor set-up is Saturday, September 16<sup>th</sup>, 8-9:30AM. No vehicles will be permitted within festival grounds after 9:30AM. Restocking will be allowed outside of event hours. Vendors must be fully set up and operational by 9:30AM on Saturday and Sunday. Vendors must exhibit both days in order to minimize disruption in the marketplace.
- **SIGNAGE:** Vendors to prominently display their own signage within their space.
- **STAFFING:** Vendors are required to have a minimum of one person staffing their space at all times during open festival hours which are Saturday, 10AM – 7PM, and Sunday 10AM – 4PM. Vendors are responsible for ensuring all event rules and guidelines are communicated and adhered to by staff members.
- **VENDOR PARKING:** A designated location will be provided near the event site and available on a first-come, first-serve basis. Additional parking is available on the surrounding streets and/or City of River Falls parking lots in assigned areas. All parking is free of charge.
- **SECURITY:** Area will be patrolled, but valuables are left at your own discretion. Chamber is not responsible for lost or stolen items.
- **GARBAGE:** Vendors are responsible for their own garbage/recycling receptacles and liners. The event will provide dumpsters in a designated area, but Vendor is responsible to transport garbage. All vendors are required to clean their area at the end of the festival.

- **BREAKDOWN:** Vendors are not permitted to begin breaking down their space until the official closing time of the festival, Sunday at 4PM. Vehicle traffic may resume on the festival grounds for break down only after event security has cleared the grounds of guests and deems it safe for vehicle traffic. Breakdown must be fully completed by 10PM Sunday.

### Vendor Contact Information

Company /Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook Page: \_\_\_\_\_

Insurance Provider & Policy #: \_\_\_\_\_

### Space and Fees

#### VENDING SPACE

10' x 10' Space Only      \$100\*

10' x 20' Space Only      \$200\*

(\*Contact the Chamber for membership discount.) Electrical service is not available. No portable generators allowed.

### Item(s) To Be Sold or Promoted

Please provide a detailed description of item(s) that will be sold in your vending space. This application will be reviewed by a selection committee with vendors chosen based on the merits of this information, so be as descriptive as possible. **Include or email to [info@rfchamber.com](mailto:info@rfchamber.com) a photo of items to be sold. Photos will be used by the selection committee and for marketing purposes if selected.** Additional literature and/or examples of prior vending experience are welcome.

ITEM(S) TO BE SOLD OR PROMOTED	PHOTO Emailed

**Remittance Checklist** — APPLICATION WILL NOT BE CONSIDERED UNTIL ALL REQUIRED INFORMATION HAS BEEN RECEIVED BY THE CHAMBER:

- Completed Application Form including description and photo of item(s) being sold
- Completed Wisconsin Temporary Event Operator and Seller Information (S-240 Form)
- Certificate of Liability Insurance
- Check payable to River Falls Chamber of Commerce for booth fee payment
- Mail all items to River Falls Chamber of Commerce at 215 W. Maple Street, River Falls, WI 54022

**Waiver of Liability**

In consideration of your accepting this entry I, the undersigned intending to be legally bound, hereby for myself, my heirs, executors, and administrators waive any and all rights and claims for damages I may have against the River Falls Area Chamber of Commerce and Tourism Bureau and the City of River Falls and their representatives, volunteers, successors, and assigns for any and all damages suffered by myself or my team at the event. Further, I grant full permission to the River Falls Area Chamber of Commerce and Tourism Bureau and/or other agents authorized by them to use photographs, videotapes, recording or other records of this event for legitimate reasons. I agree to abide by the rules and regulations of the Bacon Bash and have enclosed all required items. Acceptance of this Application constitutes a binding contract. Application is not a guarantee of acceptance.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chamber use only:** Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

# 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 _____
	2. Date(s) of Temporary Event _____
	3. Location of Temporary Event (e.g., Venue, City) _____
	<b>PART B: Operator Information: To be completed by the operator of the temporary event</b>
	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: _____
<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>
	<b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</b>
	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](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.