

2023 EGG HARBOR PUMPKIN PATCH FOOD VENDOR APPLICATION

Please return application by:

Prime Vendor:

August 1, 2023

Specialty Vendor:

September 1, 2023

To apply please complete all questions.

| | |
|---------------------|----------------|
| Applicants Name: | Business Name: |
| Address: | |
| City/ Town: | ZIP: |
| Phone: | |
| Email: | |
| Website: | |
| WI Sellers Permit # | |

FEE SCHEDULE:

Harbor View Park

___ Prime Food Vendor (15% of **revenue** payable to EHBA due within 5 business days of event close)

___ Specialty Food Vendor (i.e. caramel apples, kettle corn, nuts, etc.) @ \$750 \$ _____

Nicolet Bank/Orchard Road

___ Prime Food Vendor (15% of **revenue** payable to EHBA due within 5 business days of event close)

___ Specialty Vendor (i.e. caramel apples, kettle corn, nuts, etc.)- (10x10) @ \$125 per space \$ _____

___ **Door County** Non-Profit - Number of booths (10x10) ___ @ \$50 per space \$ _____

TRANSIENT MERCHANT LICENSE FEE:

Door County Non-Profit: \$25 \$ _____

All other Vendors: \$175 \$ _____

TOTAL FEE (Made payable to EHBA): \$ _____

Do you require electricity? ___ Yes ___ No (Please check one.) Spaces with electricity are limited.

IN ORDER TO BE CONSIDERED TO PROVIDE FOOD AT PUMPKIN PATCH YOU MUST SUBMIT THE FOLLOWING:

- Completed and signed Application Form.
- Proposed menu items with prices.
- **ONE check** made payable to the EHBA or money order for TOTAL fee listed above; including transient merchant license.
- One copy of your Wisconsin Sales Tax permit along with your Wisconsin Tax ID number. Non-profit organizations must provide a tax exempt number.
- One copy of your Food Service License.
- Completed Wisconsin Temporary Event Operator and Seller Information form.
- Certificate of Insurance

Please submit to: EHBA Pumpkin Patch Committee | PO Box 33 | Egg Harbor, WI | 54209

By signing below, I commit to participate in the 2023 Pumpkin Patch festival in Egg Harbor, WI. I further acknowledge and certify that I have correctly filled out the application and read ALL festival guidelines & hereby agree to abide by them.

Signature: _____ Date: _____

2022 EGG HARBOR PUMPKIN PATCH FOOD VENDOR APPLICATION

Pumpkin Patch Food Vendor Rules & Regulations

1. **SELECTION PROCESS:** Pumpkin Patch is produced by the Egg Harbor Business Association (EHBA) and a Pumpkin Patch committee. The committee will play a role in selecting all food vendors participating in the event. Vendors will be selected based on the type of food offered, the vendor's experience with selling food at these types of events, public feedback, past experiences with Egg Harbor events and electrical/space needs. Our goal is to have a variety of food options offered to the public at the event, however we do not guarantee exclusivity of product. Vendors that provide items that are not in direct competition with our business members will be given precedence. Each vendor must provide a menu with cost to be considered.

See below for the difference between a Prime Vendor and a Specialty Vendor:

PRIME VENDOR: Maximum of 3 spots located in Harbor View Park with additional spots possible at Nicolet Bank. Prime vendors will be providing a larger variety of menu options, i.e. brats, hamburgers, pizza, cheese curds, etc. Prime vendors will pay initial transient merchant license plus 15% of total revenue due within 5 business days of event close made payable to the Egg Harbor Business Association.

SPECIALTY VENDOR: Specialty vendors are limited to 3-4 specialty items, i.e. kettle corn, roasted nuts, funnel cakes. Spots are limited. Priority for spots in Harbor View Park will be given to past vendors. The Pumpkin Patch Committee reserves the right to accept or reject any applications as they see fit. The committee also reserves the right to discontinue accepting applications at any point. Vendors will be notified of approval no later than September 1. We reserve the right to limit the food items that you may sell. If you sell any items that you have not been approved to sell you will be warned one (1) time only. The second time you will be asked to leave, you will forfeit your fees, and you will be banned from the following year's festival.

2. **INTERPRETATION AND ENFORCEMENT OF RULES:** Each vendor shall comply with the following rules and regulations, in addition to complying with any and all statutes of the State of Wisconsin, Door County and the Village of Egg Harbor pertinent to maintenance, health and fire safety. Egg Harbor Business Association and the Pumpkin Patch committee shall have the right to interpret the following rules and regulations.

3. **CONDUCT:** Egg Harbor Business Association hosts family-oriented events. You are responsible for monitoring your employees, and all vendors must conduct themselves in a courteous and polite manner. Any violation of these rules and regulations shall result in a single warning and then forfeiture of all rights of participation in the event and future events.

4. **LIABILITY INDEMNITY:** All vendors must be covered by liability insurance. An insurance rider with a \$300,000 minimum coverage which states the following: "Egg Harbor Business Association, The Village of Egg Harbor, their officers, agents & employees, to be named as additionally insured." This certificate must be received with the application. Vendor covenants that it will protect, defend, hold harmless and indemnify Egg Harbor Business Association, their directors, officers, agents, employees and volunteers from and against all expenses, claims, actions, liabilities, attorney's fees, damages, and losses of any kind whatsoever, actually or allegedly, resulting from or connected with the participation as a vendor in the event. Egg Harbor Business Association shall not be liable for any loss or damage to any merchandise or personal property in or about the vendor's booth, regardless of the cause of such loss or damage. An insurance rider must be provided.

5. **BOOTH SETUP/PARKING AT NICOLET BANK/ORCHARD ROAD:** Set up time begins on Friday, October 6 at 5pm and continues at 9:00am on Saturday, October 7, with shutdown at 5:00pm. On Sunday, October 8, set up time is 9:00am with shutdown time at 4:00pm.

2023 EGG HARBOR PUMPKIN PATCH FOOD VENDOR APPLICATION

Pumpkin Patch Food Vendor Rules & Regulations

BOOTH SETUP/PARKING AT HARBOR VIEW PARK: Set-up in Harbor View Park will need to be coordinated between the EHBA, Prime Vendors, Specialty Vendors and Celebrations Tent Rental. Prime Vendors may use their own tent or work with/reimburse the EHBA and Celebrations to secure a tent.

Exhibitors MAY NOT close or tear down until 5:00pm Saturday & 4:30pm Sunday. Tearing down early will result in automatic exclusion from future events.

- You must stay for the duration of the whole event. We do not allow set-up for one day.
- Vendors must provide their own display equipment tables, chairs and tents. Tents must be secured properly. Prime Vendors in Harbor View Park can secure their own tents or reimburse the EHBA for tent rental.
- Each vendor must provide at least one (1) garbage receptacle at their booth. Bags may be placed in the event dumpsters.
- Vendors must bring with them enough food to sell during the entire event.
- Vendors cannot display any type of marketing sign that detracts from the appeal of the event.
- Parking spaces may not be used and public access areas may not be blocked. Vendors are required to park in the boat trailer parking lot on Church Street or find alternate parking.
- Booth spaces are non-transferable. Exhibitors are responsible for their own merchandise and booth area. EHBA is not responsible for any damage or theft.
- Each exhibitor is responsible for their own liability insurance.

6. **CLEANUP:** Vendor is responsible for removing all debris, cooking materials (coal, oil, etc.) from the site. All refuse, rubbish and garbage must be deposited in containers. Failure to do so may result in being banned from Egg Harbor events moving forward.

7. **MERCHANDISE:** At no time shall vendor display for sale or otherwise materials, which in the sole judgement of the Pumpkin Patch Committee shall be deemed obscene, dangerous or unlawful. Additionally, no vendor shall be permitted to sell raffle tickets or apparel/merchandise items.

8. **CANCELLATION:** Vendor shall notify Egg Harbor Business Association in writing of intent to cancel this contract no later than September 30 in order to receive a refund. Cancellations after this are not eligible for a refund. If a prime vendor cancels after September 30, they will be charged a \$500 fee. Canceling may affect your eligibility for future events.

9. **ELECTRICITY:** Electrical service is available but must be ordered if needed, by marking on application. This is important for booth assignments, as there are some booths without safe electrical access. Electricity will be first come, first serve and cannot be guaranteed. Vendor must provide extension cords.

10. **HEALTH DEPARTMENT INSPECTION:** Vendor may be subject to an inspection by the Health Department. It is your responsibility to know and follow the rules and regulations set by the Wisconsin Health Department.

11. **EXCLUSIVITY:** Egg Harbor Business Association is unable to guarantee any exclusivity or restrictions on the number of vendors or the type of products sold unless negotiated in advance. You will be assigned a space based upon the judgment of our staff and electricity available. No locations are guaranteed. We will do our best to provide you with a convenient and suitable space for the sale of your products. Priority will be given to vendors based on history with the event.

Please submit to:
EHBA Pumpkin Patch Committee
PO Box 33
Egg Harbor, WI 54209
Questions? Email: info@eggharbordoorcounty.org
www.EggHarborDoorCounty.org | 920-868-3717

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2023

**VILLAGE OF EGG HARBOR
TRANSIENT MERCHANT LICENSE APPLICATION**

Any person desiring a Transient Merchant License shall file with the Village Clerk-Treasurer at least ten days before conducting any sale (ref. Ch. 111, Village Code of Ordinances):

Transient Merchant is defined as a person engaged in the sale of merchandise at any place in the Village temporarily and who does not intend to become and does not become a permanent merchant of the Village.

Contact Person _____ Phone Number _____
E-mail Information _____

Residence: _____ Business address: _____

Identifying Business Name/Organization: _____

The type of business in which the applicant has been engaged during the previous two years: _____

The date(s) of sale _____ Time of Sale _____
Exact address location of the intended sale: _____

The following items MUST be attached to the application for application approval and licensing:

- 1) An **itemized list of all types of merchandise** to be offered for sale;
- 2) A **current State tax ID and seller's permit** (for nonprofit organization, a tax-exempt certificate);
- 3) For events: If not the sponsor of an event, a **copy of the event permit from the sponsor**; and
- 4) **The fee: Commercial Transient Space \$175; DOOR COUNTY Non-profit Space \$25**
(*Please make checks payable to: Egg Harbor Business Association* & mail to EHBA, P O Box 33, Egg Harbor, WI 54209)

Name of Applicant: _____
(Please Print)

Signature: _____ Date: _____

| | |
|----------------------------------|-------------------------------|
| Date Application Received: _____ | Check Number: _____ |
| Received by: _____ | Payment Receipt Number: _____ |
| Approved by: _____ | Date of Approval: _____ |

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 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.