



2024 MUSIC IN THE MILLS VENDOR APPLICATION

Saturday, August 17, 2024

10am to 5pm (setup at 9am)

Seljan Company Grounds, 100 South C.P. Ave, Lake Mills, WI 53551

APPLICATION DEADLINE: May 31, 2024

Artists and crafters are invited to complete an application to reserve a spot at this popular annual music event. We encourage homemade/handmade artisan crafts and art. We reserve the right to decline vendors.

PLEASE PRINT CLEARLY:

Vendor Name(s) _____ Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: (____) _____ License Plate: _____ Email: _____

Facebook Page: _____ Website: _____

Description of ALL items to be sold (attach additional sheet if necessary): _____

BOOTH INFO:

- Size: 10 x 10 area. Vendors must provide their own tent, table, chairs, racks, etc.
- Booth Fee: \$100 and is non-refundable & non-transferable.

APPLICATION CHECKLIST: We will NOT accept incomplete applications

- Completed Application
- Completed Wisconsin Temporary Event Form WI 240 (see attached document)
- Your payment of the \$100 booth fee Payment may be made by cash, check payable to Rotary Club of Lake Mills (Checks returned NSF will be assessed a \$35 fee)
- If applicable-permits and insurance documents. Vendors selling food or beverage of any kind must adhere to the Jefferson County Health Department Guidelines and regulations. Some vendors will need food permits and proof of insurance.
- Completed applications may be mailed to: Rotary Club of Lake Mills, C/O MITM, P.O. Box 103, Lake Mills, WI 53551 or emailed to andy@aktconsultants.com

I, the vendor, have read, understand, and agree to abide by the Music In The Mills rules and regulations. I agree to a production inspection by the Lake Mills Rotary or committee or appropriate staff. To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify and hold harmless the elected and appointed officials, employees and volunteers and others working on behalf of the Rotary Club of Lake Mills, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Rotary Club of Lake Mills, by reason of personal injury, including bodily injury or death and/or property damage, including the loss of use thereof, which arises or is in any way connected or associated with the Music In The Mills. I affirm that all designs are my own and/or that I have legal permission for any duplications.

Applicant's Signature: _____ **Date:** _____

*Signing the Music In The Mills application indicates that you have read and will abide by the event rules listed on page two of this application. If you have questions, contact Andy Barnes at andy@aktconsultants.com

Thank you for your interest in the 2024 Music In The Mills Festival. Each year during our Lake Mills Rotary Music Festival, Seljan Company grounds in Lake Mills is full of music, artists, crafters and food vendors. It's a family event with music and shopping traffic for our vendors all day. We are looking for artists and crafters of handmade goods, jewelry, baskets, garden art, cards, pottery, woodwork, sculpture, knitwear, paintings, home décor, photography, specialty handmade items like chocolate, candy, desserts, other specialty food items and more.

Rules for the day of the Music In the Mills:

- Set up is from 9am – 10am. Booths may not be set up the night before.
- Booths must be set up at least three feet back (to allow better traffic flow).
- Vendors may park on the access road near their booth to unload. Vehicles MUST be moved immediately after unloading and no later than 9:45am to provide access for customers. There is NO DRIVING ON THE GRASS, vehicles must stay on the paved road. Failure to remove your vehicle from the access road will result in one warning. If you do not comply you may be asked to leave the event with no refund.
- Early breakdown of your booth before 5pm is highly discouraged and can lead to not being invited back.
- Each booth space is 10 x 10. Booth numbers and locations will be emailed 1 week prior to the event.
- Refunds are not given.
- Vendor spaces are non-transferable
- After the event, your vendor spot must be cleaned, taking waste with you. You may not leave cardboard boxes (even if broken down).
- Refunds will not be given vendor cancellation, for rain or inclement weather. This is a rain or shine event.
- Checks returned NSF will be assessed a \$35 returned check fee by the Rotary Club of Lake Mills.

Part A: Event Operator Information

Doing Business As (DBA) Name (if applicable)		Wisconsin Tax Number (15 digits starting with 640, 456, or 600)	
Legal Business Name (if not sole proprietor)		Full FEIN (Business)	
Event Operator Name (Last)	Event Operator Name (First)		Full SSN (Individual or Sole proprietor)
Mailing Address		Email Address	
City	State	Zip	Contact Phone Number

Part B: Temporary Event Information

Event Start Date M M D D Y Y Y Y	Event End Date M M D D Y Y Y Y	Number of Vendors	
Temporary Event Name		Minimum Vendor Booth Fee	
Street Address		Customer Admission Fee	
City	State WI	Zip	County

I declare that the information on this form is true and correct to the best of my knowledge and belief, and that I'm authorized to sign this form.

Signature	Date
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Common Questions

What is a temporary event?

A temporary event is an occasion, activity, or function at which merchandise is sold or traded or taxable services are provided. An event can be on one or consecutive days. It may reoccur on a weekly, monthly, quarterly, or annual basis.

How are recurring events reported?

Multiple events in a calendar month may be reported as one event. In this case, the event start is the first and the event end is the last day of the month.

Who is a temporary event operator?

The organizer or planner of an event is the event operator.

What must a temporary event operator report?

Temporary event operators must complete and submit Form S-240 with information about each event vendor to the Department of Revenue (DOR) within **10 business days** after the close of the event.

Note: Operators may be assessed a \$200 penalty for the first offense and \$500 for subsequent missing, late, or incomplete reports.

What are temporary event vendor requirements?

Temporary event vendors must have a Wisconsin seller's permit unless their sales are exempt from sales and use tax.

Where can I find more information on temporary events?

- [Publication 228, Temporary Events](#)
- [revenue.wi.gov](#) and search 'Temporary Events'

More information about completing this report is on our website [revenue.wi.gov](#) and search 'Event Operator'

Completing Form S-240

The event operator is **required** to complete all sections of Form S-240, to include all vendor information.

Part A is the event operator information.

Part B is the temporary event information.

Part C is used to report all vendors attending the event. Do not submit a vendor list without Page 1 (Parts A & B) of Form S-240. If the event operator is making taxable sales, they should complete a vendor report for themselves.

An operator may be assessed a penalty for an incomplete report for failure to obtain information about each vendor.

Submit the report by any of the following:

- Online through our Secure File Transfer web page at: [revenue.wi.gov](#) and search 'wteptran'
- Mail: Wisconsin Department of Revenue
Temporary Events Project MS 3-80
PO Box 8902
Madison, WI 53708-8902

Important: Do not email reports or other confidential information.

Questions

- Email: DORTempEvents@wisconsin.gov
- Call: (608) 264-4582.

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of June 1, 2022: sec. 77.52(19) and 73.03(38), Wis. Stats., and sec. Tax 11.53 and 11.535, Wis. Adm. Code.



Part C: Vendor Information

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

1 - Exempt sales only or display only

3 - Nonprofit occasional sales exemption

2 - Multi-level marketing company pays sales tax

4 - Exempt occasional sales

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

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Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
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Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

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Reproduce this page as needed to report all vendors.
Page 1 must be included with your submission.

