



MidWinter Feb. 5-7, 2016

## 2016 SELLERS INFORMATION

Show & Sale

Saturday, Feb 6

1:00pm- 4:00pm

Olympia Resort

Oconomowoc, WI

Due: January 21, 2016

All Show and Sale Sellers and Helpers must be members of the RWCS and registered for the 2016 MidWinter GetTogether. To comply with **Wisconsin Department of Revenue Regulations**, ALL Sellers must fill out and return to the RWCS Office the included *Wisconsin Temporary Event Operator and Seller Information Form S-240*.

The Show and Sale Chairperson and RWCS officers will make reasonable effort to safeguard the property of sellers. However, the RWCS or its official representatives will not be responsible for lost, stolen, or broken articles.

The 2016 MidWinter Show & Sale will be held at the Olympia Resort in Oconomowoc, WI on Saturday, February, 6 from **1:00 p.m. to 4:00 p.m.** for Antiques and Stoneware related Souvenirs. Items may be sold only during these designated hours of the sale.

All seller's that provide their email address will automatically receive a email confirmation. If you would like a copy mailed to you please send a self addressed stamped envelope.

### SELLER TYPE (tables or booth space)

**ANTIQUES** 60% Stoneware & Pottery or related items, 40% other quality antique items.

Items for sale must be 60% American-made antique pottery or related to the City of Red Wing or pottery collecting. The remaining 40% must consist of good quality antique items, or furniture made prior to 1970. The seller agrees not to misrepresent any merchandise or to use the name of Red Wing Collectors Society on any items not produced by RWCS. Stoneware or pottery that has been repaired, restored, is a known fake, or is damaged, is to be labeled as such in compliance with RWCS requirements.

### SOUVENIRS/ REPRODUCTIONS

Items for sale must be **75% souvenirs or reproductions related to American- made antique pottery, the City of Red Wing or pottery**. The remaining 25% of items may consist of quality antiques, American-made pottery, or other items related to pottery collecting or period collectibles. The seller agrees not to misrepresent any merchandise or to use the name of Red Wing Collectors Society on any items not produced by RWCS.

### SPACE TYPE

#### STANDARD TABLE

Each Sellers table location will include a table size – 2 ½' x 8' and at least one chair. Additional chairs maybe be included as space allows.

#### BOOTH SPACE

Show and Sale booth spaces are available in THREE sizes. They will be **located along the walls of the ballroom** and provide space for sellers bringing their own displays and/or furniture for sale. **Booth spaces do not include tables. Tables can be rented for and additional fee.**

STANDARD SINGLE BOOTH - 10ft - 6in wide x 8ft deep  
STANDARD BOOTH & A HALF - 15ft 9in wide x 8ft deep  
DOUBLE BOOTH 21ft wide x8 ft deep

### LOCATION SPACE

**Sellers you have the opportunity to indicate:** up to three locations and which exhibitors you would like to be near to or away from. The Executive Director will use this as a guideline for your table location at the 2016 MidWinter Show and Sale. The RWCS reserves the right to re-arrange the floor layout to increase the number of available spaces. Every attempt will be made to try and maintain requested location(s) or as close as possible to the requested location(s) on the floor, if the floor plan is changed.

### HELPER INFORMATION

NO more than ONE helper is permitted during the setup and sale. The helper must be an RWCS member REGISTERED for the 2016 MidWinter. Indicate the name of the helper. If you need to make a change, please contact the office.

### GUIDELINES FOR SELLERS

Failure to abide by these rules may result in forfeiture of your right to sell at future RWCS events.

- Consumption of alcoholic beverages and smoking are prohibited.
- Security personnel will admit ONLY THOSE WEARING SELLER'S BADGES into the gymnasium during move in and set up hours. No more than 2 Sellers' badges are issued per contract (1 contracted seller, 1 helper).
- Items may be moved into the ballroom and set up on **Saturday 12:15 p.m. - 1:00 p.m.**  
Check your table(s) to be sure the legs are securely fastened.
- No packing up will be permitted until 4:00 p.m.



MidWinter Feb. 5-7, 2016

**2016 SELLERS CONTRACT**

**Show & Sale**

Olympia Resort

**Saturday, Feb. 6**

Oconomowoc, WI

**1:00pm– 4:00pm**

Due: January 21, 2016

**SELLER INFORMATION:**

NAME: \_\_\_\_\_ MEMBERSHIP #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**SELLER TYPE:** *place an X in the box next to the proper seller type*

- 60% ANTIQUES**
- 75% SOUVENIRS**

**SPACE TYPE:** *place an X in the box next to the proper space type*

**TABLE SPACE:** (Table size – 2 1/2' x 8')

- ONE TABLE (\$35.00)
- TWO TABLES (\$70.00)
- THREE TABLES (\$105.00)

**BOOTH SPACE** (Located along the walls of ballroom)

- STANDARD SINGLE BOOTH - 10ft - 6in wide x 8ft deep (\$55.00)
- STANDARD BOOTH & A HALF - 15ft 9in wide x 8ft deep (\$80.00)
- DOUBLE BOOTH 21ft wide x 8 ft deep (\$100.00)
- INDIVIDUAL 8ft x 2 1/2ft TABLE FOR RENT (\$12.00 EACH)

**NEED MORE SPACE?** Contact the Executive Director at 800-977-7927

LIST OF ITEMS TO BE SOLD: \_\_\_\_\_

**LOCATION SELECTION:** *include both the letter and number*

\_\_\_\_\_ CHOICE # 1                      \_\_\_\_\_ CHOICE # 3  
\_\_\_\_\_ CHOICE # 2                      \_\_\_\_\_ NO PREFERENCE

PLEASE PROVIDE ANY SPECIAL TABLE LOCATION DETAILS HERE: \_\_\_\_\_

*The RWCS reserves the right to re-arrange the floor layout to increase the number of available spaces. Every attempt will be made to try and maintain Seller requested locations as close as possible to their requested locations on the floor if the floor plan is changed. BOOTH SPACES will be arranged along the walls of the ballroom.*

**HELPER INFORMATION:**

NO more than ONE helper is permitted during the setup and sale. The helper must be an RWCS member REGISTERED for the 2016 MidWinter. Indicate the name of the helper. If you need to make a change, please contact the office.

Helper's Name \_\_\_\_\_ Membership # \_\_\_\_\_

**If you need additional assistance, please contact the Business office, we have members available to assist you.**

**PLEASE INCLUDE YOUR SIGNED WISCONSIN TEMPORARY EVENT OPERATOR AND SELLER INFORMATION FORM S-240 ALONG WITH THIS SELLERS CONTRACT.  
THE RWCS MUST HAVE THIS ON FILE TO BE COMPLIANT WITH WISCONSIN STATE LAW!**

**PAYMENT INFORMATION:**

Check here if you have already paid for your sellers table.

**Method of Payment:**       MC                       VISA                       DISCOVER                       CHECK (enclosed payable to RWCS)

**Credit Card payments:** NAME: \_\_\_\_\_

Card Number: \_\_\_\_\_ 3 digit security code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Please fax contract for credit card payments to 651-388-4042 or mail to check address.

**Checks payable:** RWCS, P.O. Box 50, Red Wing, MN 55066.

**I have read and agree to abide by the terms and conditions on the two pages of this agreement. If I fail to abide by any such terms and conditions I may possibly forfeit my right to have a Sellers Table at the 2017 MidWinter.**

Name \_\_\_\_\_ 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.

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## PART A: Event Information: To be completed by the operator of the temporary event

1. Name of Temporary Event MIDWINTER GET TOGETHER
2. Date(s) of Temporary Event FEBRUARY 7, 2015
3. Location of Temporary Event (e.g., Venue, City) OCONOMOWOC, WI

## PART B: Operator Information: To be completed by the operator of the temporary event

1. Name and Address RED WING COLLECTORS SOCIETY  
PO BOX 50 RED WING MN 55066
2. Daytime Telephone Number ( 651 ) 388-4004
3. Email Address director@redwingcollectors.org
4. Wisconsin Tax Account Number           -          -            
If blank, check appropriate box:  
 No Taxable Sales       Exempt under Occasional Sales Rule       Exempt Nonprofit Organization  
 Other – Explain: \_\_\_\_\_

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## 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:  
 Selling Taxable Merchandise or Service       Display Only  
 Selling Exempt Merchandise or Service       Exempt under Occasional Sales Rule  
 Direct Sellers, Company Name \_\_\_\_\_       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.