



2018 SELLERS INFORMATION

Show & Sale

Saturday, Feb 24

1:30pm- 4:00pm

Holiday Inn & Suites

Des Moines, IA

Due: February 9, 2018

MidWinter Feb. 23-25, 2018

All Show and Sale Sellers and Helpers must be members of the RWCS and registered for the 2018 MidWinter GetTogether. To comply with **Iowa Department of Revenue Regulations, ALL Sellers obtain a permanent Iowa Sales Tax Number and provide their number to the RWCS Office on this contract.** For your convenience, we have included an application with this contract.

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 2018 MidWinter Show & Sale will be held at the Holiday Inn & Suites in Des Moines, IA on Saturday, February 24 from **1:30 p.m. to 4:00 p.m.** 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 with the download contract link. If you would like a copy mailed to you please send a self addressed stamped envelope.

WHAT MAY BE SOLD

No percentage rules will be applied for the 2018 MidWinter Show & Sale. Vendors selling at MidWinter Show and Sale will have the flexibility to sell a quality mixture of stoneware, pottery, souvenirs, and antiques.

It is encouraged that vintage pottery and souvenir pieces sold at MidWinter be American-made. 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. 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.

Other antique items or furniture must be good quality and made prior to 1970.

SPACE TYPE

STANDARD TABLE

Each Sellers table location will include a table size – 2 ½' x 6' and at least one chair. Additional chairs maybe be included as space allows.

BOOTH SPACE

Show and Sale booth spaces are **limited to single booth spaces located along the walls of the ballroom** to provide space for sellers bringing their own displays and/or furniture for sale. **Booth spaces exhibitors may request one table free of charge.**

STANDARD SINGLE BOOTH - 10ft wide x 8ft 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 2018 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 2018 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 ballroom 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. - 1:30 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.



2018 SELLERS CONTRACT

Show & Sale

Saturday, Feb. 24

1:30pm– 4:00pm

Holiday Inn & Suites

Des Moines, IA

Due: February 9, 2018

SELLER INFORMATION:

NAME: _____

MEMBERSHIP #: _____

ADDRESS: _____

PHONE: _____

CITY, STATE, ZIP: _____

EMAIL: _____

IOWA TAX NUMBER: _____

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

TABLE SPACE: (Table size – 2 ½' x 6' and included)

☐ ONE TABLE (\$35.00)

☐ TWO TABLES (\$70.00)

☐ THREE TABLES (\$105.00)

BOOTH SPACE (Located along the walls of ballroom)

☐ STANDARD SINGLE BOOTH - 10ft wide x 8ft deep (\$55.00)

☐ Yes, I would like a table.

BRIEF SUMMARY 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 2018 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 IOWA TAX NUMBER ON THIS FORM.
THE RWCS MUST HAVE THIS NUMBER TO BE COMPLIANT WITH IOWA STATE LAW!**

HOW TO RETURN YOUR CONTRACT:

1. SCAN AND EMAIL:
DIRECTOR@REDWINGCOLLECTORS.ORG
2. SNAP A PHOTO AND TEXT TO:
651-388-4004
3. MAIL:
PO BOX 50, RED WING MN 55066

☐ **CHECK HERE IF YOU HAVE ALREADY PAID FOR YOUR SELLERS TABLE.**

Method of Payment:

☐ VISA ☐ MasterCard ☐ DISCOVER ☐ CHECK/CASH

NAME: _____

CARD NUMBER: _____

LAST 3 DIGITS ON BACK: _____ **EXPIRATION DATE:** _____

SIGNATURE: _____

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 2019 MIDWINTER.

NAME _____ DATE _____



Please type or print legibly. Complete both pages. Incomplete applications will delay processing. You are allowed to conduct business after you submit your application. It may take up to six weeks before you receive your permit number.

1. Location Name/Address

You must provide the street address where your business is located.

Federal Employer Identification Number (FEIN) (If you have applied but not yet received an FEIN, write "applied for")		
Social Security Number (SSN) (Required for sole proprietor or individual single member LLC)		
Legal name (Sole proprietor or individual single member LLC fill in last name, first name)		
Trade name (doing business as)		
Location address (Must be a street address. Do not write PO Box.)		
City	State	ZIP
A list of Iowa counties is available at https://tax.iowa.gov . IA county name IA county number		
Phone 1	Ext.	
Phone 2	Ext.	
Fax		
Email		
Date business established		
State in which established		

2. Mailing Name/Address

Send mail to the address provided below. If you want mail sent to different addresses for different tax types, include a separate sheet listing the mailing addresses by tax type.

Name		
Mailing address		
City	State	ZIP
Phone 1	Ext.	
Phone 2	Ext.	
Email		

3. Type of Ownership (must check only one)

See Information Section 3

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Association
<input type="checkbox"/>	Government
<input type="checkbox"/>	Limited liability co (LLC) filing on corporation (1120), S corporation (1120), or partnership income return (1065)
<input type="checkbox"/>	Individual single-member LLC filing on individual income return (1040, Schedule C)
<input type="checkbox"/>	Sole proprietor (One person and not an LLC)

4. Previous Owner

If purchasing an existing business, provide prior owner's name.

5. Type of Products or Services Sold

Product/Service

6. Sales Tax Permit (no fee)

This permit is for businesses making sales from an Iowa location.

Start date for selling at retail (MM/DD/YY) ____/____/____

Filing frequency (must check one)

<input type="checkbox"/>	Annually – collect less than \$120 tax/year
<input type="checkbox"/>	Quarterly – collect less than \$500 tax/month
<input type="checkbox"/>	Monthly – collect more than \$500 tax/month
<input type="checkbox"/>	Semi-monthly – collect more than \$5,000 tax/month (electronic payment required)
<input type="checkbox"/>	One quarter only – If you make sales in only one quarter per year. January – March ____ April – June ____ July – September ____ October – December ____ If you make sales in more than one 3 month period, you must select one of the other filing frequencies.

Sales related taxes and permits (check box if applicable)

<input type="checkbox"/>	Hotel/Motel (no fee) Check this box if your business is a hotel, motel, inn, bed and breakfast, or cabin with sleeping quarters.
<input type="checkbox"/>	Automobile Rental Tax (no fee) If you rent automobiles to customers, you must collect this tax. Automobile rental tax is always filed quarterly.
<input type="checkbox"/>	Household Hazardous Material Permit (HHM) (fee) See Information Section or SafeSmartSolutions.org for explanation of HHM permits. <input type="checkbox"/> Regular (\$25 fee) <input type="checkbox"/> Special (\$125 fee or more) When you pay by check, you authorize the Department to convert your check to a one-time electronic banking transaction.

Consolidated Sales Tax? See Information Section 6

<input type="checkbox"/>	Check box if you have more than one sales tax permit for this entity and want to file consolidated returns.
	Enter the number of locations to file consolidated.
0-00-	Enter your current consolidated permit number if you want to add a new location.

7. Consumer's Use Tax Permit (no fee)

This permit is for those located in Iowa who purchase taxable goods or services consumed in Iowa for which sales tax is not paid when the purchases are made.

Start date for making purchases (MM/DD/YY) ____/____/____

Filing frequency (must check one)

<input type="checkbox"/>	Annually – owe less than \$120 tax/year
<input type="checkbox"/>	Quarterly – owe more than \$120 tax/year

8. Out-of-State Retailer's Use Tax (no fee)

This permit is for retailers located outside of Iowa making taxable sales in Iowa.

Start date for selling in Iowa (MM/DD/YY) ____/____/____

Filing frequency (must check one)

<input type="checkbox"/>	Annually – collect less than \$120 tax/year
<input type="checkbox"/>	Quarterly – collect less than \$1,500 tax/month
<input type="checkbox"/>	Monthly – collect more than \$1,500 tax/month

9. Withholding Tax (no fee)

Complete this section if you have employees or withhold money from other types of income.

Start date for withholding (MM/DD/YY) ____/____/____

Filing frequency (must check one)

<input type="checkbox"/>	Quarterly – collect less than \$500 tax/month
<input type="checkbox"/>	Monthly – collect more than \$500 tax/month
<input type="checkbox"/>	Semi-monthly – collect more than \$10,000 tax/month (electronic payment required)

Withholding Agent - see Information Section 9

Note: At least one withholding agent is required.

A payroll service is not a withholding agent.

Withholding agent's name	
Withholding agent's SSN	
Withholding agent's personal address	

10. Owners, General Partners, Corporate Officers, and Responsible Parties

Print the name, SSN, and address of all individuals who are owners, partners, officers, or responsible parties. Include additional sheets if necessary.

Individual name	Title
SSN	
Personal address	

Individual name	Title
SSN	
Personal address	

11. Signature

Note: This application must be signed by an owner, a partner, or a corporate officer listed above.

Signature	
Print name	
SSN	Date

Contact name	Phone
Email	

After your Business Tax Registration form has been processed, you will receive a tax permit number and Business eFile Number (BEN) letter in the mail. Information is available at <https://tax.iowa.gov>.

Information

Note: A return must be filed even if you had no activity or no tax due, or until you cancel your permit.

To apply for a license and/or permit not listed on this form, contact Taxpayer Services. See contact information below.

Section 1: Location Name/Address

All businesses must provide an FEIN except for:

- A sole proprietor who does not need a withholding permit.
- A single member LLC filing on individual income tax who does not need a withholding permit.

Section 3: Type of Ownership

- Sole proprietor is one person. Spouses cannot be registered as a sole proprietor.
- Individual single-member LLC is an LLC with only one member that does not elect to be treated as a corporation. Single-member LLC income is reported on the owner's income tax return.

Section 6: Sales Tax Permit**• Household Hazardous Material (HHM) Permit**

A permit must be obtained for each location selling HHM on a retail basis. Manufacturers/distributors that utilize independent agents to sell person to person at a consumer's home may purchase one permit at a fee of \$25 for the first \$3 million in sales. An additional \$100 fee is charged for each subsequent increment of \$3 million in sales. Common HHMs include: motor oil, filters, fuel additives, degreasers, waxes, polishes, solvents, and others. Not HHMs: detergents, soaps, or medications. For more information on product types and permit requirements visit SafeSmartSolutions.org

Fees are not prorated or refunded. Your proof of payment constitutes a permit pursuant to Iowa Code 455.7. Your permit is valid through June 30 and must be renewed by July 1. A renewal notice will be mailed to you. Permits will not be renewed until payment is received.

• Consolidated Filers

Consolidated returns may be filed by a retailer with more than one sales tax permit. To become consolidated, include a list of businesses, their locations, and sales tax permit numbers. Consolidated permit holders cannot file annually. All sales tax permits included in the consolidated account must have the same legal owner, SSN and/or FEIN. Automobile rental and hotel/motel permits cannot be consolidated.

Section 9: Withholding Tax Registration

• Withholding agent: any person who is obligated to pay or has control of paying or does pay any Iowa wages. The term also includes anyone who is responsible for filing returns and remitting tax to the Department.

• Withholding agents are personally, individually, and corporately liable to the State of Iowa for withholding and paying money withheld. If a withholding agent fails to withhold and pay the required amount, that amount may be assessed against the withholding agent.

Questions? Contact Taxpayer Services

Phone: 515-281-3114 or 800-367-3388

Email: idr@iowa.gov

eFile & Pay: <https://tax.iowa.gov>

Register Online: <https://tax.iowa.gov>

Or submit this form by:

Fax: 515-281-3906, ATTN: Registration Services.

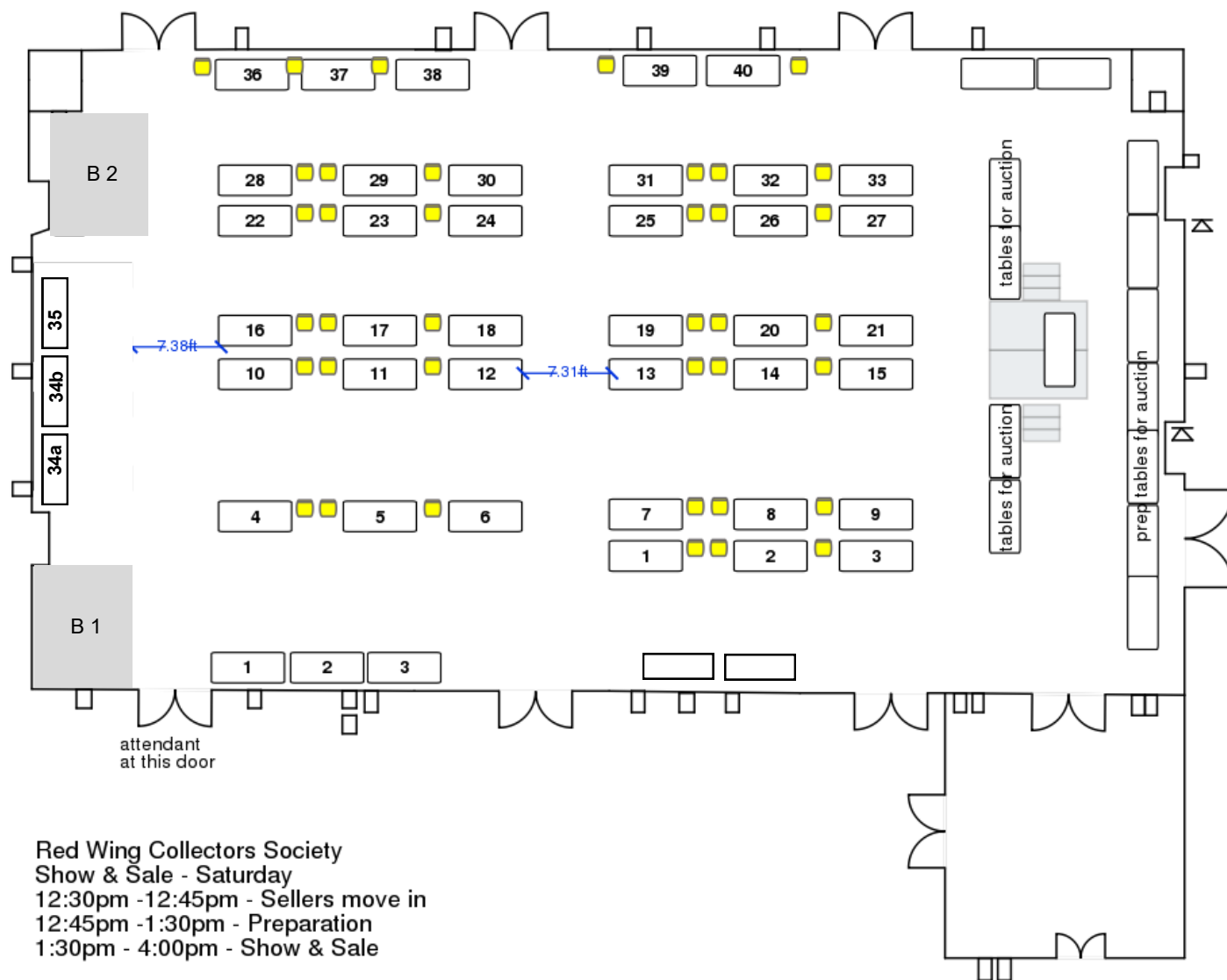
Mail: Registration Services

Iowa Department of Revenue

PO Box 10470

Des Moines IA 50306-0470

For Office Use Only



Red Wing Collectors Society
Show & Sale - Saturday
12:30pm - 12:45pm - Sellers move in
12:45pm - 1:30pm - Preparation
1:30pm - 4:00pm - Show & Sale

TABLES AT 6 FOOT LENGTH

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.