

Dear Artist/Organization/Grower,

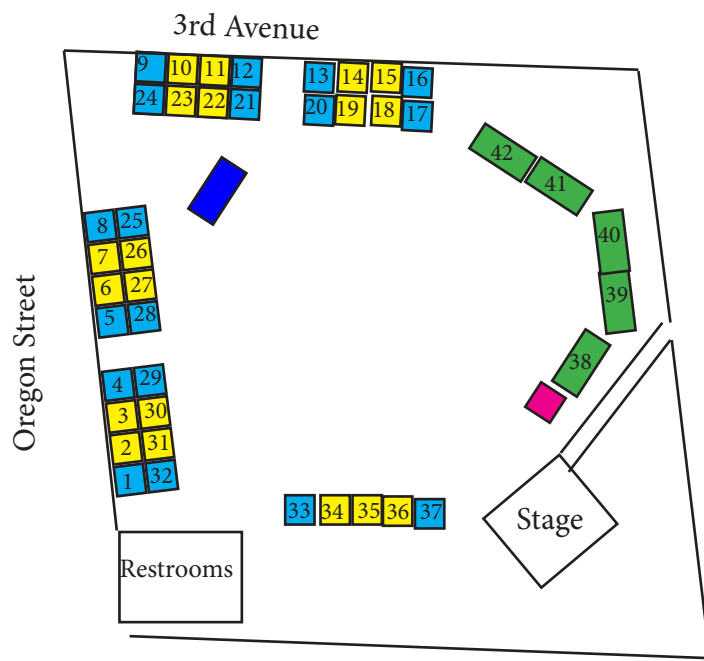
Open Door Pride is excited to have you part of our festival! This year's date will be Saturday June 25, 2022 from 11 am to 5 pm. at Martin Park (207 3rd Ave.).

For 2022 we have updated the layout and flow of the grounds. In doing so, we were able to increase the number of booths available for 2022 and made the traffic flow run smoother for people walking around the grounds. This definitely will help to increase visibility of the booths and help our visitors see your booth. In doing this layout change, we have an updated map and pricing schedule for our vendors.

There are now four different types of spaces you can purchase for our event. The first area available are our corner booths. Here is a chance to increase your visibility by being able to have merchandise on two sides of your 10' x 10' space. Upgrade and you can have a 10 x 20 space. Next, are our inner booths. They are a standard 10' x 10' space with viewing options on only one side of the tent. Lastly, is our food vendor area which is a 10 x 20 space.

These are not juried shows, however, Open Door Pride reserves the right to accept or reject any and/or all arts or crafts which do not appear to be original product or of questionable character. Therefore, please submit a photo of your work via email or send a photo along with your application. No **BUY-SELL** items are allowed. If you want your verification sent to you other than email, please send a self addressed stamped envelope along with your application.

If you have any questions please feel free to contact us via email at vendor@opendoorpride.org.



PLEASE NOTE:

- Open Door Pride will assign all booth spaces and can change these spaces up until the day before the event.
- Please double check your space number and location at the vendor booth before you start your setup.
- If there is a special space you want, to secure that specific number, there will be a 25% increase in cost. All secured spaces have to be pre-approved via email.
- Open Door Pride will make every effort to adhere to any special booth requests, but we cannot guarantee them.

- Corner Tent
- Beer Tent
- Inner tent
- Food Tent
- Open Door Pride Welcome tent



2022 BOOTH AGREEMENT RULES AND REGULATIONS

General Rules

- Open Door Pride will not allow live animals to be advertised, adopted or sold.
- Open Door Pride will assign all booth spaces and can change these spaces up until the day before the event.
- Please double check your space number and location at the vendor booth before you start your setup.
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- No smoking, use of inappropriate language or swearing on grounds during shows.
- Live animals must be approved ahead of time. All dogs must be leashed and up to date on all shots.
- Vendors are responsible for cleaning up the area immediately surrounding their tent or booth for the duration of the event.
- All vendors will be responsible for providing their own tables, chairs and tents that would fit within their space, and any necessary permits.

Arrangement of Exhibits

- Exhibitors must agree to arrange their booths so as not to obstruct the general view or hide exhibits of others.

Installation of Exhibits

- Arrangement of exhibits and removal of all boxes, crates, and set-up supplies must be completed by 10:00 a.m. You will be required to stay set up till 5 pm unless otherwise approved.
- Tent stakes cannot be longer than 6 inches. All tents must be staked and weighted down.

Care of Property

- Acceptance of exhibit space makes it obligatory on the part of the exhibitor and his/her employees that he/she or they shall not deface, or mar the property that is owned by the City of Sturgeon Bay. Any damage done shall be made good by them to the City of Sturgeon Bay.

Insurance

- Exhibitors wishing to insure their goods must do so at their own expense. Open Door Pride and the City of Sturgeon Bay assumes no responsibility for the safety of the property of the exhibitor, its officers, agents, or employees, from theft, damage by fire, accident, or other causes, but will assume all reasonable care to protect them against such loss.

Restrictions

- Open Door Pride reserves the right to restrict exhibits which, because of noise, or for any other reasons, become objectionable, and also to prohibit an exhibit, which, in their judgment, may detract from the general character of the show. This reservation includes persons, things, conduct, printed matter, or anything of a character, which might be objectionable to the exhibit as a whole.

Liability

- Open Door Pride shall not be liable for the nondelivery of space if non-delivery is due to one of the following causes: by reason of destruction by fire, act of God, public enemy strikes, weather, the authority of the Law, or any cause beyond their control.
- You may not 'sell' or give away your space to anyone else. Canceled space will be offered to the first party on the waiting list. If the space is filled, you will receive your payment back. If it cannot be filled, your payment will be forfeited.
- *PLEASE NOTE: No Glass Containers Allowed! According to Section 8.095(5) of the Sturgeon Bay Municipal Code: All liquid containers such as bottles, jars, glasses or drinking vessels or serving vessels of any description or shape which are made of glass, regardless of what liquid is contained therein, are prohibited in the park.



Open Door Pride
P.O. Box 792
Sturgeon Bay, WI 54235

2022 Vendor Information Form

Please fill out this application with payment and return to:
Open Door Pride ATTN: Pride Vendors
P.O. Box 792 Sturgeon Bay, WI 54235

Name:

Business/Organization Name:

Address:

City:

State:

Zip:

Home/Business Phone:

Cell Number:

Email:

Website:

Description of product:

Booth Options (Please check one):

- \$50 10 x 10 Interior Booth (yellow box)
- \$75 10 x 10 Corner Booth (blue box)
- \$150 10 x 20 Corner Booth (2 blue boxes)
- \$200 10 x 20 Food Court Area (green box)

Please indicate your top five choices for booths (we will try our best to accommodate but cannot guarantee) _____

I agree to the all rules and regulations regarding participation in Open Door Pride

Vendor Representative's signature

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.

| | |
|---|--|
| 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 <u>Open Door Pride: Pride Festival</u> |
| | 2. Date(s) of Temporary Event <u>June 25, 2022</u> |
| | 3. Location of Temporary Event (e.g., Venue, City) <u>Martin Park 207 3rd Ave Sturgeon Bay, WI</u> |
| | PART B: Operator Information: To be completed by the operator of the temporary event |
| | 1. Name and Address <u>Open Door Pride</u> <u>PO Box 792 Sturgeon Bay, WI 54235</u> |
| | 2. Daytime Telephone Number <u>(920)342 7359</u> |
| | 3. Email Address <u>info@opendoorpride.org</u> |
| | 4. Wisconsin Tax Account Number EIN <u>825007266</u> - - - - - |
| | If blank, check appropriate box: <input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input checked="" 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 <u>X X X - X X -</u> _____ |
| | 8. Federal Identification Number (FEIN) <u>X X - X X X</u> _____ |
| 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 DORTempEvents@wisconsin.gov or telephone at (608) 264-4582. 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/Pages/OnlineServices/wteptran.aspx 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 8902
Madison WI 53708-8902

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.