

# JACKSONPORT 26th ANNUAL CHERRY FEST - ENTRY FORM

(Please Print Clearly)

**DATE:** Saturday, August 1, 2020

**PLACE:** Lakeside Park, Hwy. 57, Jacksonport, WI

**DEADLINE FOR ENTRY:** July 1, 2020

## EVENT:

- Cherry Fest is sponsored by the Jacksonport Historical Society. Live music, food, a fine Arts & Crafts Show, Car Show and family activities are ongoing throughout the day. Check out the Jacksonport Historical Society website at [www.jacksonporthistoricalsociety.org](http://www.jacksonporthistoricalsociety.org) for more information on activities.
- The official event time for Cherry Fest starts at 9:00 A.M. and will end at 4:00 P.M.

## SETUP:

- Friday July 31<sup>st</sup>: 9:00 A.M. to 4:00 P.M. & Saturday August 1<sup>st</sup>: 6:00 A.M. to 8:00 A.M.
- The vendor map will be posted on a picnic table at the front of the park on Hwy. 57 at the Lakeside Park sign.
- You may drive into the park grass during set up only – provided your space is accessible.
  - There will be no parking on the grass during the event, unless previously authorized by the Jacksonport Historical Society.
  - **Please do not drive on the paved walkway to the restrooms. This walkway is not designed to support a vehicle's weight.**
- After unloading, vehicles must be moved to the designated parking areas one block west on Hwy. V next to the Town Hall. No vehicles may be left in the park or parking lot at the park without prior authorization from the Jacksonport Historical Society. We must reserve these spaces for support to the Historical Society for deliveries and support vehicles.
- No trailers, trucks, vans or cars belonging to display personnel may be left along the highway unless previously authorized by the Jacksonport Historical Society.
- No early tear down is permitted.
- No overnight camping is allowed in Jacksonport.
- Cherry Fest Committee will provide night security beginning at 9 p.m. on Friday thru 6 A.M. on Saturday.
- 12' aisles will need to be maintained for even traffic flow and leaving enough room for emergency vehicles if needed.

## ENTRIES MUST

- Please print clearly on your entry form and Wisconsin S-240 Form.
- Please list your email address (if available). Most communication will be sent via email.
- Confirmation will be sent via email if possible.
- **If you do not have access to email**; send a self-addressed and stamped envelope for return of your entry
- Mail or Email three (3) photos of your work (if not entered from prior years). Those who have displayed in past shows need not send photos if you still have the same type of work.
- You may request a certain spot; however, we cannot guarantee any certain space. We try to spread out different vendors to similar vendors (ex. Jewelry) are not right next to each other.
- The committee has the right to fill your space by 8 A.M. on show day in your absence.
- Please call or email the Vendor Coordinator if you will be late or are unable to attend.

## POLICIES:

- All work displayed must be done by the displaying artist. You may not share your booth with another artist.
- Each vendor must provide all his/her own tables, chairs and LEVELING BLOCKS for set up. Tents for cover are advised as not all spaces are shaded by trees.
- Refuse containers will be set up throughout the park. Please pick up your space – all packaging, extra boxes and food wrapping prior to your departure from the show. The Cherry Fest Committee will provide one (1) trash bag to each vendor to aid in clean up after the festival.
- NO resale items or foreign made items are permitted.
- No refunds for inclement weather. Inclement weather teardown is at your discretion.
- The Cherry Fest Vendor Coordinator has the right to ask you to leave if items do not represent your photos / wording on your entry form.
- During Cherry Fest, no vendors (those selling or promoting sales) will be allowed in Lakeside and Erskine Parks unless they have previously registered with and been approved by the sponsoring organization, the Jacksonport Historical Society (JHS).
- Roving vendors will not be permitted.
- No Smoking will be permitted in the Vendor Areas during Cherry Fest. The Cherry Fest Committee will designate a specific smoking area.

Cherry Fest Vendor Coordinator: Dave Neckuty 1-920-559-7457 (please leave message) or [jhs.cherryfest@gmail.com](mailto:jhs.cherryfest@gmail.com)

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FEE:

- A NON-REFUNDABLE fee of \$65.00 is charged per 12 feet x 12 feet space is due by July 1<sup>st</sup>.
  - o After July 1<sup>st</sup>, the fee will raise to \$75.00.
- Make checks payable to the **Jacksonport Historical Society.**
- We will accept one entry fee per 12x12 space. Double spaces are available upon request.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Assigned Booth Number:
(office use)

Product/Craft: \_\_\_\_\_

Number of Booths Requesting: \_\_\_\_\_

Amount Enclosed: \_\_\_\_\_

Were you in the show last year? \_\_\_\_\_

How did you hear about Cherry Fest?

\_\_\_\_\_

\_\_\_\_\_

The undersigned agrees to abide by the rules outlined and assumes full responsibility for this entry and does not hold the Jacksonport Historical Society or its members responsible or liable in any way for personal injury, property loss or damage.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to:**

**Jacksonport Historical Society**  
**Attn: Dave Neckuty**  
**P.O. Box 42**  
**Sturgeon Bay, WI 54235**

Cherry Fest Vendor Coordinator: Dave Neckuty 1-920-559-7457 (please leave message) or [jhs.cherryfest@gmail.com](mailto:jhs.cherryfest@gmail.com)



# Wisconsin Temporary Event Operator and Seller Information

Information on this form is required under sec. 73.03(38), Wis. Stats.

*Instructions on reverse side.*

<b>E V E N T  O P E R A T O R</b>	<p><b>PART A: Event Information: To be completed by the operator of the temporary event</b></p> <p>1. Name of Temporary Event <u>Cherry Fest</u></p> <p>2. Date(s) of Temporary Event <u>August 1, 2020</u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u>Lakeside Park - Jacksonport, WI</u></p> <p><b>PART B: Operator Information: To be completed by the operator of the temporary event</b></p> <p>1. Name and Address <u>Jacksonport Historical Society</u> <u>P.O. Box 42 Sturgeon Bay, WI 54235</u></p> <p>2. Daytime Telephone Number (920 ) <u>559-7457</u></p> <p>3. Email Address <u>jhs.cherryfest@gmail.com</u></p> <p>4. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>If blank, check appropriate box:</p> <p><input type="checkbox"/> No Taxable Sales      <input type="checkbox"/> Exempt under Occasional Sales Rule      <input checked="" type="checkbox"/> Exempt Nonprofit Organization</p> <p><input type="checkbox"/> Other – Explain: _____</p>
<b>S E L L E R</b>	<p><b>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> <b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</b> </div> <p>1. Legal Name _____</p> <p>2. Business Name _____</p> <p>3. Address (Street or Route) _____</p> <p>4. City, State and Zip Code _____</p> <p>5. Home Telephone Number (      ) _____</p> <p>    Business Telephone Number (      ) _____</p> <p>6. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>7. Social Security Number <u>X X X - X X - _____</u></p> <p>8. Federal Identification Number (FEIN) <u>X X - X X X _____</u></p> <p>9. Check one box indicating the type of activity you intend to engage in at this event:</p> <p><input type="checkbox"/> Selling Taxable Merchandise or Service      <input type="checkbox"/> Display Only</p> <p><input type="checkbox"/> Selling Exempt Merchandise or Service      <input type="checkbox"/> Exempt under Occasional Sales Rule</p> <p><input type="checkbox"/> Direct Sellers, Company Name _____      <input type="checkbox"/> Nonprofit Organization</p>

*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 8901  
Madison WI 53708-8901

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.





## JACKSONPORT FIRE DEPARTMENT CHIEF THOMAS ASH

3365 COUNTY RD V STURGEON BAY, WI 54235  
STATION: 920.309.0400 EMAIL: TASH@JPORTFD.COM



Some businesses are unaware of the State Code in regards to the use of tents for roadside/farm markets, special events such as weddings, class reunions, fund raisers, fishing tournaments, etc.

Below are the requirements per NFPA I Chapter 25.

1. All tents and layouts of multiple tents must be inspected and approved by the Fire Department prior to your event and use.
2. Tents shall be permitted only on a temporary basis. Tents are to remain in place for a period of 180 consecutive days or less. All tents must comply with NFPA I Chapter 25, NFPA 101 Life Safety.
3. Vehicles used in connection with the event shall not be parked within 20' of the tent, i.e. DJ, Caterer or beer distributor. All other vehicles shall not be parked within 50' of the tent unless the parking is separated by a barrier such as a curb.
4. Tents shall not be located any closer than 20' to a building.
5. Neither open flame heat nor cooking is allowed, where open to the public. Anything other than electric heat must be located outside of the tent and the heat ducted into the tent. The open flame food warmers are allowed to keep the serving dishes warm. AHJ (authority having jurisdiction) has authority to require a Class K extinguisher if the fuel load and location to the tent could be a hazard.

Cooking under a tent is allowed so long as the public is not allowed in the tent.

Cooking operations shall comply with NFPA 1Chapter 50 unless granted an exception. (!) AHJ, Fire Chief or designee only will make an exception if the following requirements are met.

- (2) ABC fire extinguisher is present; Class K fire extinguisher is present
- (3) Fuel must be located 10 ft away from the tent and secured to prevent tip over.
- (4) 10 ft clearance around the tent is provided.
- (5) Area around fuel and open area is fenced to keep public out.
6. The tent must be tagged as Flame resistant or a certificate must be present.
7. No smoking signs must be posted.
8. Fire Extinguishers of approved types shall be furnished and maintained in such quantity and locations as determined by the AHJ. All tents over 400sq ft, or multiple tents arranged to cover over 400 sqft are required to have extinguishers.
9. If the tent is used after dark there must be illuminated exit signs.
10. Exit signs are required during the day time if the tent has three or more sides.
11. Spacing shall be 10' unless not occupied by the public or exception is given by the AHJ.
12. Means of egress must be open at all times.
13. Tent stakes must be railed off, capped, or covered so as not to present a hazard to the public.
14. Jacksonport Fire Department will not provide extinguishers.
15. It is your responsibility to call the Fire Department @ 920-309-0623 for an inspection prior to the event.

Fire Chief Tom Ash