

2023

42nd Annual Muscoda Morel Mushroom Festival

Saturday, May 20th 9 am – 5 pm

www.muscoda.com

Read the following information carefully before completing the application.

GENERAL INFORMATION

There is NO ELECTRICITY or WATER available at sites. The location for Art & Craft vendors will be at the Railroad Park, sites are on grass. The location for the Flea Market is not yet determined. **Digging holes into pavement is prohibited.**

Sites are not held year to year for any exhibitor!

PARTICIPATION

We reserve the right to accept or reject any application. A Sales Tax ID Number or Social Security Number is required. Vendors are responsible for their own insurance, sales tax, etc. Vendors may not sell projectiles.

FEES

\$35 for each 15' x 15' site and must be **post marked prior to May 2nd**. After that date, each site will be \$60 and shall be paid by cash or money order. Checks returned for non-sufficient funds will incur an additional \$25 fee.

ENTRY FEES ARE NON-REFUNDABLE and MUST BE SENT IN WITH APPLICATION.

CONFIRMATIONS

Once we receive all the necessary paperwork:

- 1. Completed and signed application**
- 2. Payment (check must clear all banks)**
- 3. Copy of sellers permit or a completed vendor tax form**

Confirmations will be EMAILED or mailed on May 5th.

GUIDELINES

Each exhibitor will be assigned an area 15' wide and 15' deep. Exhibitors must remain within the limits of the established spaces or purchase an additional site to accommodate your needs. Come prepared to load and unload your merchandise from the road and carry it as vehicles are not allowed to drive onto the grass.

SET UP TIMES

Set-up time is from 3 pm – 8 pm on Friday or 6 am – 8:30 am on Saturday. Make sure to arrive in time to set up before the Festival starts on 9am on Saturday. The exhibition area is **held outdoors**, rain or shine.

If you have any questions, email Amy at amy.clerk@muscoda.com or call the Village Office at (608)739-3182 8:30am-4pm Monday-Friday

42nd Annual Muscoda Morel Mushroom Festival Application
Saturday May 20, 2023

YOUR APPLICATION WILL BE RETURNED IF WE CANNOT READ IT!

BOTH SIDES must be completed and returned with payment

BUSINESS NAME: _____
NAME: _____
MAILING ADDRESS: _____
CITY: _____ ST: _____ ZIP: _____
PHONE: () _____ E-MAIL: _____

Check the section that best describes your business:

- MERCHANDISE IS HAND CRAFTED BY YOU
- RESALE, IMPORTED, FLEA MARKET
- FOOD
- OTHER: consultant for: _____

DESCRIPTION OF MERCHANDISE OR FOOD – MUST BE COMPLETED:

If you request the same site from 2022, we will try our best to accommodate, however a large shelter and parking area have been constructed at the Railroad Park so site numbers will be very different.

| | |
|---|-------------------------------------|
| Number of 15' x 15' CRAFT sites @ \$35 per site: | How many sites _____ x \$35 = _____ |
| Number of 15' x 15' FLEA MARKET sites @ \$35 per site: | How many sites _____ x \$35 = _____ |
| Number of 15' x 15' FOOD sites @ \$35 per site: | How many sites _____ x \$35 = _____ |

**AFTER MAY 2ND, EACH SITE IS \$60 AND
PAYMENT SHALL BE IN CASH OR MONEY ORDER.**

PLEASE MAKE CHECKS PAYABLE TO:
VILLAGE OF MUSCODA PO Box 206, Muscoda, WI 53573
web site: www.muscoda.com email: amy.clerk@muscoda.com

I agree to assume full responsibility for any loss or damage to exhibits. Furthermore, I do not hold the Muscoda Festival Committee or the Village of Muscoda liable in the event of loss, damage, accident, or injury of any kind. I agree to be set up one hour before show time and will not dismantle until 5 pm on Saturday. I understand that all fees are non-refundable and confirmation will not be issued until check payment clears all banks. I have read in full and agree to the terms and conditions listed in the general information sheet.

Signature: _____ **Date:** _____

OFFICE USE ONLY:

Date Paid: _____ **Amount Paid:** _____ **Ck No:** _____

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 | <p>PART A: Event Information: To be completed by the operator of the temporary event</p> <p>1. Name of Temporary Event <u>MUSCODA MOREL FESTIVAL</u></p> <p>2. Date(s) of Temporary Event <u>MAY 20, 2023</u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u>VILLAGE OF MUSCODA</u></p> <p>PART B: Operator Information: To be completed by the operator of the temporary event</p> <p>1. Name and Address <u>VILLAGE OF MUSCODA-TOURISM COMMITTEE</u> <u>206 N WISCONSIN AVE., PO BOX 206</u></p> <p>2. Daytime Telephone Number <u>(608) 739-3182</u></p> <p>3. Email Address <u>amy.clerk@muscodas.com</u></p> <p>4. Wisconsin Tax Account Number <u>0 3 6 - 0 0 0 0 4 3 5 4 0 1 - 0 3</u></p> <p>If blank, check appropriate box:</p> <p><input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input type="checkbox"/> Exempt Nonprofit Organization</p> <p><input checked="" type="checkbox"/> Other – Explain: <u>a division of the municipality</u></p> | | | | | | |
| S E L L E R | <p>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-bottom: 10px;"> THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS </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> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Selling Taxable Merchandise or Service</td> <td><input type="checkbox"/> Display Only</td> </tr> <tr> <td><input type="checkbox"/> Selling Exempt Merchandise or Service</td> <td><input type="checkbox"/> Exempt under Occasional Sales Rule</td> </tr> <tr> <td><input type="checkbox"/> Direct Sellers, Company Name _____</td> <td><input type="checkbox"/> Nonprofit Organization</td> </tr> </table> | <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 |
| <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: _____ Date: _____

Signature: _____

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 ****