



SCIO

Sheboygan County
Interfaith Organization

Bridging the gap between community needs and resources



SCIO is now accepting applications for the 2021 Summer Market Season!

02/24/2021

Dear Farmers and SCIO Farmers Market Vendors,

Thank you for your past participation in the SCIO Farmers Market. We are excited to celebrate our 32nd season together! The SCIO Farmers Market provides a vibrant venue for vendors to offer their locally-grown and hand-made products to the Sheboygan community, and provides a space for the whole community to come together.

**Please be sure to read through all the information provided and keep a copy for your records.*

- ✓ **Fill out** the application **completely**. Incomplete applications will not be accepted. Priority application deadline is **April 15th**.

Applications can be mailed to:

SCIO

Attn: Farmers Market

P.O. Box 73

Sheboygan, WI 53082

Or delivered in person Mar 1st - April 1st to:

SCIO Farmers Market Office

*please call ahead

1251 Geele Avenue

Sheboygan, WI 53083

- ✓ **In addition** to your application, please submit the following documents:
 - Wisconsin **Form S-240** (complete Section C)
 - Copies of relevant licenses/permits and liability insurance
 - Garden information and product listing
 - Payment: check/money order payable to SCIO
- ✓ **All applications** received by **April 15th** will be processed prior to the annual meeting. We will continue to accept applications throughout the season.

The **Annual Meeting** will be held

on **Thursday, April 29th**

from **9am-10:30am**

via ZOOM!

Look for more information in early April!

Attendance at the annual meeting is expected

Upon attendance at the annual meeting you will receive (in the mail):

- ✓ Payment receipt
- ✓ Space number
- ✓ Permit for the 2021 season

Please remember SCIO is a non-profit organization and your vendor fees help support a portion of the cost of running the Market. Your participation and promotion of SCIO and its funding efforts will ensure the continued growth and success of the Market. We highly encourage you to like Sheboygan County Interfaith Organization on Facebook and help cross-promote market activities on your personal or business Facebook pages: <https://www.facebook.com/SCIOsheboygan>.

If you need help filling out the application or need additional information, please call the SCIO Farmers Market Office and leave a message: 920.457.7272 x.111 or email: fm@sheboygancountyinterfaith.org

Thank you for all you do to make the Market great!

Maria Camara, SCIO Farmers Market Coordinator



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5/1/2021

Dear Farmers and SCIO Farmers Market Vendors,

We're excited to start this summer season with all of you! If you were unable to attend the annual Zoom meeting, we have a recording available to send via email. For those of you who do not have email:

Important items to consider:

- We are expecting everyone to follow social distancing guidelines.
- Masks are required for all vendors.
- Hand washing stations are required. We will be distributing handwashing station kits again this year through a generous donation from United Way to each vendor who did not receive a kit last year.
- We have a new map and a new numbering system!
- We expect vendors to keep in communication with us.

If you have concerns, or need to let us know about your attendance, you can call or email us:

CONTACT INFORMATION

Market Coordinator: Maria Camara

Phone: 262.993.5646

Email: maria@sheboygancountyinterfaith.org

Market Assistant: Paige Cole

Email: paige@sheboygancountyinterfaith.org

Enclosed you will find applications for our two new programs: *Market Fresh Boxes* and *Market at Miesfeld's*. If you are interested in participating in one or both of these programs, please return your application as soon as possible! Call the market office if you have any questions: 920.457.7272 x.111.

Please note our new hours:

Wednesdays and Saturdays in Sheboygan, we'll be open for business from 8 a.m. to 1 p.m. (**NO** early sales!)

Thursdays in Plymouth we will be open from 12 p.m. to 5 p.m.

Sheboygan: Do **NOT** sell before we open at 8 a.m. Please plan your arrival to allow enough time for drop-off and set-up. It is **necessary**, with the increased traffic flow, that all vendors move through the park in an orderly and efficient manner, and that all vehicles exit the park grounds before 7:45 a.m. I also want to stress, once again, **PLEASE** take patience with one another and work together! Let's have another great market season.

Thank you,

Maria Camara, SCIO Farmers Market Coordinator



Sheboygan County Interfaith Organization 2021 Summer Farmers Markets Rules and Regulations

The SCIO Farmers Market makes available fresh native products directly from farmers to residents. Working to help local farmers and producers remain vibrant, educate the community on healthy eating, and provide a social experience that helps build community and bolster the local economy.

2021 Dates and Location

Sheboygan: Fountain Park
June 2nd-October 30th
Wednesdays 8am-1pm
Saturdays 8am-1pm

Plymouth: Dairy Queen Parking Lot
June 17th-October 14th
Thursdays
12pm-5pm

Contact Information:

Office: 920.457.7272 x.111

fm@sheboygancountyinterfaith.org

<http://www.sheboygancountyinterfaith.org/farmers-market.html>

Vendor Types:

Vendor: the producer of goods sold. Includes spouse, siblings, children, parents and employees of the applicant who assist in the cultivation of the same property or assist in the production of items available for sale.

Season Vendors: pay a space fee for the full season. They are assigned a space for the entire season. Wednesday-only & Saturday-only vendors will share a space on the day they are not present. Market Coordinator reserves the right to fill any vacant spots on any given Market day.

Daily Vendors: pay a daily space fee. They are assigned a space depending on availability, product mix, and Market Coordinator discretion. Daily vendors are not guaranteed the same space each market.

Product Types:

Farm Product: fresh foods that the farmer plants, grows or cares for, and harvests (e.g. fruits, vegetables, nuts, eggs, meats, milk, etc.) This food is not processed, or is minimally processed.

Valued-Added Product: products with one or both of the following two characteristics: (1) The vendor makes the foods from raw ingredients primarily planted, grown or cared for, and harvested by the vendor **AND/OR** (2) they process the foods through baking, cooking, canning, drying, fermenting, preserving, or spinning techniques (e.g. baked goods, cheeses, jams, dried fruit, pickles, yarn, etc.)

Ready-to-Eat/Prepared Food: products that agriculture or non-agriculture businesses make from ingredients primarily purchased. The food is made for immediate consumption (e.g. sandwiches, salads, brewed coffee, etc.) Please note: we will be accepting a limited number of prepared food vendors. All prepared food **MUST** be pre-packaged and sold to-go; no onsite food preparation or consumption will be allowed.

Plants & Flowers: herbs, garden plants, house plants and/or cut flowers, grown onsite.

Craft: products hand-made made by the vendor. Direct sale and resale items are not accepted.

* A limited number of daily vendor spaces and dates are available to crafters. *

Please note: Vendor applications require vendors to provide a detailed **product listing** (p.14) to help the Market determine the best placement of vendors.

Payments, Billing and Fees

2021 VENDOR FEES			
SHEBOYGAN MARKET SEASON	WEDNESDAY OR SATURDAY	WEDNESDAY & SATURDAY	SPECIAL ALLOWANCE FEE ADD'L \$50
FARM VENDORS	\$200	\$255	
PLYMOUTH MARKET SEASON	THURSDAY ONLY	THURSDAY +1 DAY SHEBOYGAN	THURSDAY +2 DAYS SHEBOYGAN
FARM VENDORS	\$150	\$195	\$300
SHEBOYGAN MARKET DAILY			
FARM VENDORS	\$25	CRAFT VENDORS	\$30
PLYMOUTH MARKET DAILY			
FARM VENDORS	\$20		

1. Daily Vendors must submit their payment to the onsite Market Coordinator prior to the start of the Market.
2. NO refunds will be given.
3. Returned checks: vendors will be charged a \$35 administrative fee for a returned check and must make full payment in cash.

Vendor Spaces:

1. Vendor spaces will be appointed upon receipt of completed application, full payment, and copies of all licenses and/or permits.
2. Sheboygan vendor spaces are generally 10' by 16', but will vary in size, based on location. No guarantees on location.
3. Plymouth vendor spaces are generally 10' by 20', and vehicles remain onsite during the Market.
4. SCIO reserves the right to assign spaces according to the needs of the Market as a whole.
 - a. Vendors are not to move, switch, or change spaces without the approval of the Market Coordinator.
5. If you will not be present on a Market date, please notify the SCIO Market Coordinator via
email: fm@sheboygancountyinterfaith.org
OR
cell phone: 262.993.5646.
6. Vendors are responsible for their own setup and take down.
7. Tents must be properly weighted for safety purposes.
8. Vendors are responsible for cleaning their own area before leaving; trash must be packed out.
9. Grease and other hazardous materials **cannot** be poured down the city sewer system.
10. **No smoking** in vendor stalls.
11. Vendors must clearly display signs **each** Market day:
 - a. Identifying their name/business name and space number.
 - b. Listing product prices.
 - c. WIC and Wisconsin FMNP certification
12. Vendors must remain onsite for the duration of the Market.

Vending Policies:

1. Vendors must complete the application process before being allowed at the Market.
2. No items offered for sale may be commercially made or wholesale. All products must be the original work or produce of the vendor.
3. Vendors must own or rent the land on which their vegetables, fruits, flowers or products are grown or raised.
4. Produce vendor gardens must be within a 50 mile radius of the Market, in an area no smaller than 30' by 100'.
 - a. Only orchard vendors may sell Michigan Blueberries and Michigan Peaches, with consent from SCIO, and a \$50 special allowance fee.
 - b. Products that are not available within 50 miles of the Market may be allowed, with consent from SCIO, and a \$50 special allowance fee.
5. SCIO reserves the right to conduct on-site inspections of farms, kitchens, workshops, or other spaces.
6. Non-produce vendors are responsible for collecting, reporting and paying sales tax.

7. The Market is held in all weather conditions. In the rare event the Market would need to be canceled due to severe weather warnings and safety concerns, notification will be made via email, Facebook, and WHBL. No refunds are given in the event of a cancellation; however, paid-in-full daily vendors may request an alternative day to attend.
8. The Market is a place of business and public gathering; polite, professional behavior, as well as fair and honest business practices, are expected.
9. Any form of discrimination based on age, race, sex, sexual orientation, gender identity, religion, national or ethnic origin, political beliefs, veteran status, disability or any other category protected by state or federal law is contrary to the principles and policies of SCIO.

Sheboygan Vending Policies

- Please enter Fountain Park to unload using the **north** sidewalk and then exit **south** onto Ontario Avenue. [\(map\)](#)
- **In order to assure the safety of our customers:** vehicles will **not** be allowed onsite after 7:45am, or before 1:00pm.
- Vendors are expected to unload and move their vehicles in a timely manner, to keep the flow of traffic moving. Please be mindful of the time it takes to unload and set up.
- Due to **City regulations**, there will be **no driving** or **parking** on the grass.
- **Parking:** We encourage you to park at least one block away from the Market, allowing customers prime parking.
 - Paid parking is available on a first-come first-serve basis at Fountain Park Methodist Church.
 - Vendors must park in municipal public lots or utilize street parking.
 - Parking is public domain and not controlled by SCIO.
- Due to **City regulations**, dogs and other animals are only allowed on the outside perimeter sidewalks of Fountain Park.

Licensing, Food Safety and Displays: All vendor product must comply with all applicable federal, state, county and local laws, regulations, and permits that govern the products which they sell.

1. Vendors are responsible for obtaining all licenses or permits required for the sale of their product to the public. Copies of such licenses/permits shall be submitted to SCIO **annually**. This includes:
 - a. WI Dept. of Agriculture Retail License-Egg Endorsement Form
 - b. WI Dept. of Agriculture Official Meat Establishment License
 - c. WI Dept. of Agriculture Dairy License
 - d. WI Temporary Restaurant license for on-site processing.
2. Vendors displaying the term organic need to be **certified** organic.
3. If products are sold by weights and measures, vendors are responsible for having their scales certified for compliance and obtaining a license through the city: **920.459.4064** or gary.vanauken@sheboygan.wi.gov. Copies of this license must be submitted with your application.
4. All items must be kept safe from spoilage.

5. All ready-to-eat food must be prepared and packaged before arriving onsite.
 - No onsite food preparation will be allowed.
 - All food should be packaged to-go.
 - Onsite food consumption is strongly discouraged.
 - The Health Department conducts random checks to ensure vendors are in compliance with state regulations.
 6. Questions regarding state permit can be directed to **608.224.4923**.
 7. Questions regarding county permits including temporary restaurant license for prepared food or sampling can be directed to Sheboygan Health and Human Services, Environmental Health: **920.459.3207**; email: public.health@sheboygancounty.com.
- Vendors are also encouraged to create their own identity at the Market through signage, business cards, promotional materials, and social media.

Baked Goods Sales Permitted under the Cookie Law

- Vendors must not make more than \$5,000 in net sales per year and must have liability insurance.
- Signs and Labels Required:
 - Sign at the point of sale stating, “These baked goods are homemade and not subject to state inspection.”
 - Product labels must include: name and address of the person who did the baking, date of baking, statement- “This product was made in a private home, not subject to state licensing or inspection”.
 - Product label must also include: all ingredients in descending order of prominence, including the common name for any ingredient that originates from milk, eggs, fish, shellfish, tree nuts, peanuts, wheat or soybeans. These are ingredients that can cause severe allergic reactions in some people who must be able to recognize when they are present.

EBT, Market Programs & Gift Certificates

The Sheboygan County Interfaith Organization (SCIO) Farmers Market uses the EBT/SNAP Benefits Program:

What are EBT/SNAP Benefits? Electronic Balance Transfer (EBT) is nutritional assistance benefits available to low-income individuals and families through SNAP, the Supplemental Nutrition Assistance Program, formerly known as Food Stamps. In Wisconsin, SNAP benefits are accessed via a Quest Card. Quest cards work the same as a credit/debit card.

How The Program Works for Customers:

Customers can stop at the SCIO Information Tent to swipe their SNAP benefits card for any whole dollar amount and receive wooden tokens in return.

How the Program Works for Vendors:

Vendors accept wooden tokens and fresh produce vouchers for accepted food items. Please see list of accepted products below. Customers use the \$1 wooden tokens they exchanged at the SCIO Information Tent as cash at your booth. Customers may not receive cash in return for tokens. Please check that the \$1 wooden tokens say SCIO Farmers Market.

1. **EBT and Fresh Produce Vouchers:** All vendors are required to accept **EBT** wooden tokens and **Fresh Produce Vouchers**, which are reimbursed through the Market Coordinator.
 - a. Wooden tokens (EBT/FoodShare) can be used to buy foods such as:
 - Fruits and vegetables.
 - Seeds and plants to grow food for your family to eat.
 - Meats, fish, and poultry.
 - Dairy products.
 - Breads and cereals.
 - b. Fresh Produce Vouchers (\$1 paper vouchers) can **ONLY** be used for locally grown fresh **fruits, vegetables and herbs**.



2. **Gift Certificates:** All SCIO Farmers Market vendors are required to accept SCIO Farmers Market Gift Certificates. There are no restrictions on how customers can utilize the Farmers Market Gift Certificates. Gift certificates are reimbursed through the Market Coordinator



3. **Wisconsin Farmers Market Nutrition Program:** produce vendors are required to complete training to accept checks from the Wisconsin Farmers Market Nutrition Program: i.e. Senior Farmers Market Nutrition Program and WIC.

training and certification will be provided at the Annual Meeting

WIC Office Contact: Jennifer Hoppe, 920.459.0394

- a. Farmers **may not** accept FMNP checks until all certification requirements are met.
- b. When all requirements are met, the farmer will receive approval from the state WIC office, including the following items:
 - A letter stating that the farmer is certified.
 - A copy of the signed agreement.
 - An FMNP sign to post at the Market stall.
 - An FMNP stamp to validate checks from participants.
 - A letter to take to the bank explaining the FMNP checks.
 - A list of approved FMNP farmers' markets.
- c. FMNP checks are **NOT** reimbursed through the Market Coordinator.
- d. Vendors are required to display the appropriate signage regarding the Wisconsin Farmers Market Nutrition Program.



Vendors can apply to participate in these programs and contribute to building market community by connecting with more families and providing them quick and easy access to market fresh produce!

More information about the programs and separate applications will be sent in April

4. **NEW** this year!

Market Fresh Box Program HOW IT WORKS: Customers sign up in advance to receive a box of market fresh produce from the market the following week. Market Fresh Boxes will be assembled and available to customers every Wednesday and Saturday. Participating vendors will assist market staff in assembling the boxes daily and the boxes will be provided to customers at the information tent during a designated pick-up time. Customers will have the opportunity to use their EBT tokens and fresh produce vouchers to purchase the Market Fresh Boxes. Vendors will be reimbursed on the vendor reimbursement form.

Market Fresh Meals HOW IT WORKS: Market Fresh Meals is a fundraising event created by SCIO in collaboration with local chefs and the farmers market. Once a month, Market Fresh Meals boxes will be assembled for customer pick-up, similar to Market Fresh Boxes, but with additional ingredients to assemble a family meal created from cooking videos and recipe cards. The cooking videos will feature local chefs and locally grown, seasonal ingredients.

Market on the Move HOW IT WORKS: This season we have the opportunity to partner with two local businesses, Miesfeld's Meat Market and Festival Foods, to offer fresh market produce in two new locations! These markets will be held on alternating Saturdays in the respective businesses' parking lots.

- 1. Vendor Reimbursements:** forms are available at the onsite Coordinator's information tent.

- a. Fill out form **completely**: include full name, address, including zip code, date, and space number.
- b. Processing time is 1-2 weeks; checks are disbursed at the following Market.
- c. In order to assist with cost of administering checks, we ask that you submit reimbursements monthly or bi-monthly.
- d. All summer reimbursements must be submitted by end-of-business day on Oct. 31st, and will be mailed out within two weeks of the close of the Market.

- a. At the start of each market, a market staff member or volunteer will hand out a blank sales report and will collect the completed sales reports from the previous market.

8



SCIO Farmers Market

2021 Summer Market Application



Contact Information

Last Name: _____ First Name: _____

Business Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Website: _____

Facebook: _____

I will participate in: (circle all that apply)

1. **Sheboygan** Wednesdays 8am-1pm
2. **Sheboygan** Saturdays 8am-1pm
3. **Plymouth** Thursdays 12pm-5pm

New Vendor ____ Returning Vendor ____ Space # ____

Product Types:

____ Produce	____ Meat/Fish	____ Dairy/Cheese
____ Eggs	____ Bakery/Bread	____ Plants/Herbs
____ Value-Added	____ Prepared Food	____ Cut Flowers
____ Craft		

Check any licenses & permits you hold, indicate license number, and submit copies with your application.

☐ Wisconsin Sellers Permit: _____ ☐ Commercial Feed License: _____

☐ Temporary Food Stand License: _____ ☐ Mobile Retail Food Establishment License: _____

☐ Food processing plant License: _____

☐ Meat Plant License: _____ ☐ Other, Please list: _____

Do you have vendor liability insurance? ____ Yes ____ No

Do you use a scale to sell your products? ____ Yes ____ No

Waiver

Vendor agrees to indemnify and hold harmless Sheboygan County Interfaith Organization, its employees, volunteers and sponsors, from any and all causes of action which may arise from the operation of this Farmers Market, not caused by negligence of Sheboygan County Interfaith Organization, its employees, volunteers, and sponsors.

- I the vendor grant SCIO permission to use any photos, videotape, etc. taken of me in any and all publicity and advertising promoting SCIO or the Market.
- By submitting this application, I acknowledge that the Rules & Regulations have been read and understood, and I will abide by the terms as presented.

Signature: _____ Date: _____

Printed Name: _____

Please mail & make checks payable to: SCIO, PO Box 73, Sheboygan, WI 53082

email: fm@sheboygancountyinterfaith.org with questions

Applications will continue to be accepted all season

✓ **Application Check List:**

- _____ Completed Application
- _____ Wisconsin Form S-240 (complete Section C)
- _____ Copies of relevant licenses/permits and liability insurance
- _____ Garden Information & Product Listing
- _____ Payment

2021 VENDOR FEES			
SHEBOYGAN MARKET SEASON	WEDNESDAY OR SATURDAY	WEDNESDAY & SATURDAY	SPECIAL ALLOWANCE FEE ADD'L
FARM VENDORS	<input type="checkbox"/> \$200	<input type="checkbox"/> \$255	<input type="checkbox"/> \$50
PLYMOUTH MARKET SEASON	THURSDAY ONLY	THURSDAY +1 DAY SHEBOYGAN	THURSDAY +2 DAYS SHEBOYGAN
FARM VENDORS	<input type="checkbox"/> \$150	<input type="checkbox"/> \$195	<input type="checkbox"/> \$300
SHEBOYGAN MARKET DAILY			
FARM VENDORS	\$25	CRAFT VENDORS	\$30
PLYMOUTH MARKET DAILY			
FARM VENDORS	\$20		

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>Sheboygan County Interfaith Organization SCIO Farmer's Market</u> 2. Date(s) of Temporary Event <u>June 2nd - October 30th 2021</u> 3. Location of Temporary Event (e.g., Venue, City) <u>Fountain Park, Sheboygan; Dairy Queen Parking lot, Plymouth</u>
	PART B: Operator Information: To be completed by the operator of the temporary event 1. Name and Address <u>Sheboygan County Interfaith Organization</u> <u>1251 Geele Ave, Sheboygan, WI 53083</u> 2. Daytime Telephone Number <u>(920) 457-7272</u> 3. Email Address <u>FM@sheboygancountyinterfaith.org</u> 4. Wisconsin Tax Account Number _____ - _____ - _____ 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. <div style="border: 1px solid black; padding: 2px; text-align: center;">THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</div> 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 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. 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/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. 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.



SCIO Farmers Market
Garden Information and Product Listing
Summer Market 2021



Contact Information

Vendor Name: _____

Business Name: _____

Please note: If this is not filled out, your application will not be considered for the 2021 season. Attach additional pages if necessary.

Property #1

Address: _____

City: _____ State: _____ Zip: _____

Total acres at this address: _____

Is this garden certified organic?

____ Yes, I am submitting a copy of my organic certificate ____ No ____ In Process

Property #2

Address: _____

City: _____ State: _____ Zip: _____

Total acres at this address: _____

Is this garden certified organic?

____ Yes, I am submitting a copy of my organic certificate ____ No ____ In Process

*With the exception of blueberries and peaches, produce vendors may sell only the produce that they or their business grows locally on land that they or their business owns or leases. **Buying and/or re-selling of produce is NOT allowed.** Produce vendors must agree to a crop/farm/production inspection by SCIO's Farmers Market Coordinator and/or staff.*

SCIO reserves the right to conduct on-site inspections of farms, kitchens, workshops, or other spaces. Please designate times of availability for inspections in the chart below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning 9:00am- 12:00pm							
Afternoon 12:00pm- 3:00pm							
Evening 3:00pm- 6:00pm							

Please list **ALL** products you grow at the gardens listed above and plan to bring to the market. All products sold at the SCIO Farmers Market need to be homemade, handmade, or homegrown. Please print clearly.

[illegible]

The full instructions can be found at www.sheboygancountyinterfaith.org/vend-at-the-market