

Women's Wellness Walk Exhibitor Form

Only Complete if you Plan to be Present During Event

Saturday May 18, 2024 (8am - 12:30pm)
Familiar Grounds Coffee Shop - 206 N. Pearl St., New London

I am a(n) - (mark all that apply): Exhibitor ☐ Sponsor ☐ Activity Educator ☐ Part of Fashion Show ☐

Business Name: _____ Direct Seller: ☐ Yes ☐ No

Contact Person: _____ Phone: _____

Address: _____ City/State/Zip: _____

E-Mail Address (Required): _____

Product/Service Description: _____

I plan to bring a door prize (*must have an exhibitor table*): ☐ Yes ☐ No (door prizes give added exposure)

Electricity Requested: ☐ Yes ☐ No (we will do our best to accommodate needs, bring extension cords.)

Reservation Deadline: Indoor exhibitor spaces are limited. We are offering outdoor spaces, please bring a tent.

Early Bird Reservation Deadline: April 12, 2024.

All reservations received after April 12, 2024, will be charged at the 'regular' rate as noted below - no exceptions.

EXHIBIT SPACE (approx. 8' x 4'). Includes a 6' table with tablecloth (no skirt) & 2 chairs.

☐ No tablecloth I'll bring my own.

EXHIBITOR TABLE (please check all that apply):

Early Bird Rate (before 4/12/24): \$50/Chamber Member ☐ \$70/Non-Chamber Member ☐

Regular Rate (after 4/12/24): \$60/Chamber Member ☐ \$80/Non-Chamber Member ☐

☐ I'm an Event Sponsor or Activity Educator and would like a *complimentary* table.

☐ I'm part of the Fashion Show and would like an exhibitor table at half price. (Early Bird: \$25 / Regular: \$35)

BAG ADVERTISER (please check all that apply):

☐ Bag inserts (one) are free provided we have the room. First come, first serve. Please provide 125 copies / items to the Chamber office by May 3rd, 2024.

BREAKFAST / LUNCH OPTIONS (mimosa not included in price):

Purchase ☐ (#) of light breakfast(s) / beverages at - \$6.00 each ☐ Yes ☐ No

Purchase ☐ (#) of boxed lunch(es) at - \$9.00 each ☐ Yes ☐ No

Return Reservation Form & WI Temporary Event Operator & Seller Information form with payment. No sellers permit required if you are not selling a product. We will call to confirm your reservation. Reservations are approved on a first come, first serve basis. One Direct sales representative per company is allowed.

Event set up information will be e-mailed the week of the event.

Return to: New London Chamber of Commerce - 420 N. Shawano St., New London, WI 54961

(920) 982-5822 | Director@NewLondonChamber.com

www.newlondonchamber.com/womens-wellness-walk

Office Hours: Monday – Thursday 8:30 a.m. – 4 p.m. and Friday 8:30 a.m. – 12 p.m.

OFFICE USE ONLY

Date: _____ Approved: _____ Denied: _____ Initials: _____ Invoice: _____ Contacted: _____ Registered: _____

Wisconsin Temporary Event Report

(Completed and submitted by the Event Operator)

Page 1 of _____

Part A: Event Operator Information

| | | | |
|--|-----------------------------|---|----------------------|
| Doing Business As (DBA) Name (if applicable) | | Wisconsin Tax Number (15 digits starting with 640, 456, or 600) | |
| | | 600-0000468303-03 | |
| Legal Business Name (if not sole proprietor) | | Full FEIN (Business) | |
| NEW LONDON AREA CHAMBER OF COMMERCE | | 39-0886640 | |
| Event Operator Name (Last) | Event Operator Name (First) | Full SSN (Individual or Sole proprietor) | |
| KOPITZKE | APRIL | | |
| Mailing Address | | Email Address | |
| 420 N. SHAWANO ST | | DIRECTOR@NEWLONDONCHAMBER.COM | |
| City | State | Zip | Contact Phone Number |
| NEW LONDON | WI | 54961 | 920-982-5822 |

Part B: Temporary Event Information

| | | | | | |
|----------------------|------------------------------------|----------------|------------------------------------|--------------------------|--|
| Event Start Date | 0 5 1 8 2 0 2 4 M M D D Y Y Y Y | Event End Date | 0 5 1 8 2 0 2 4 M M D D Y Y Y Y | Number of Vendors | |
| Temporary Event Name | | | | Minimum Vendor Booth Fee | |
| WOMEN'S WELLNESS | | | | . | |
| Street Address | | | | Customer Admission Fee | |
| 206 N. PEARL ST | | | | . | |
| City | State | Zip | County | | |
| NEW LONDON | WI | 54961 | WAUPACA | | |

I declare that the information on this form is true and correct to the best of my knowledge and belief, and that I'm authorized to sign this form.

| | |
|---|------------|
| Signature | Date |
|  | 05/23/2023 |

Common Questions**What is a temporary event?**

A temporary event is an occasion, activity, or function at which merchandise is sold or traded or taxable services are provided. An event can be on one or consecutive days. It may reoccur on a weekly, monthly, quarterly, or annual basis.

How are recurring events reported?

Multiple events in a calendar month may be reported as one event. In this case, the event start is the first and the event end is the last day of the month.

Who is a temporary event operator?

The organizer or planner of an event is the event operator.

What must a temporary event operator report?

Temporary event operators must complete and submit Form S-240 with information about each event vendor to the Department of Revenue (DOR) within **10 days business days** of the close of the event.

Note: Operators may be assessed a \$200 penalty for the first offense and \$500 for subsequent missing, late, or incomplete reports.

What are temporary event vendor requirements?

Temporary event vendors must have a Wisconsin seller's permit unless their sales are exempt from sales and use tax.

Where can I find more information on temporary events?

- Publication 228, [Temporary Events](#)
- revenue.wi.gov and search 'Temporary Events'

More information about completing this report is on our website revenue.wi.gov and search 'Event Operator'

Completing Form S-240

The event operator is **required** to complete all sections of Form S-240, to include all vendor information.

Part A is the event operator information.

Part B is the temporary event information.

Part C is used to report all vendors attending the event. Do not submit a vendor list without Page 1 (Parts A & B) of Form S-240. If the event operator is making taxable sales, they should complete a vendor report for themselves.

An operator may be assessed a penalty for an incomplete report for failure to obtain information about each vendor.

Submit the report by any of the following:

- Online through our Secure File Transfer web page at: revenue.wi.gov and search 'wleptran'
- Fax: (608) 224-5761
- Mail: Wisconsin Department of Revenue
Temporary Events Project MS 3-80
PO Box 8902
Madison, WI 53708-8902

Important: Do not email reports or other confidential information.

Questions

- Email: DORTempEvents@wisconsin.gov
- Call: (608) 264-4582.

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of June 1, 2022: sec. 77.52(19) and 73.03(38), Wis. Stats., and sec. Tax 11.53 and 11.535, Wis. Adm. Code.



Part C: Vendor Information

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

1 - Exempt sales only or display only

3 - Nonprofit occasional sales exemption

2 - Multi-level marketing company pays sales tax

4 - Exempt occasional sales

| | | | | |
|--|-----------------------------|--|--|----------------|
| Wisconsin Seller's Permit Number (15 digits starting with 456) 456- - | | SSN (last 4 digits) | FEIN (last 4 digits) | Exemption Code |
| Legal Business Name (if not sole proprietor) | | Doing Business As (DBA) Name (if applicable) | | |
| Vendor/Contact Name (Last) | Vendor/Contact Name (First) | | Vendor Phone Number | |
| Mailing Address | | Email Address | | |
| City | State | Zip | Multi-Level Marketing Company (if claiming Code 2 above) | |

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