



# 2024 EARTH FAIR - SUNDAY, APRIL 28

## Vendor Booth Form

EMAIL FORM TO [LAX.EARTHFAIR@GMAIL.COM](mailto:LAX.EARTHFAIR@GMAIL.COM) BY **MARCH 14, 2024** - [WWW.EARTHFAIRLACROSSE.COM](http://WWW.EARTHFAIRLACROSSE.COM)

Organization/Business Name: \_\_\_\_\_

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

Make Checks Payable to:  
**Sustainability Institute**  
Mail Checks to:  
**Erica Black**  
1221 Winnebago St.  
La Crosse, WI 54601  
  
PAYMENT DUE DATE  
**MARCH 31, 2024**

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

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

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

### SELECT YOUR VENDOR CATEGORY

**\$50 BUSINESS VENDOR**    **OR**     **\$25 NONPROFIT ORGANIZATION**

- 1 - 8 foot table (bring your own table cover)
- 1 Chair Provided - An additional chair is available at no cost. Do you need a 2nd chair?    **Y   N**
- **NO electrical outlets available**

**La Crosse Farmers Market Association**

- Located at the Main Park Shelter
- 1 Chair Provided - Do you need a 2nd?    **Y   N**
- 1 - 8 foot table (bring your own table cover)
- Some electrical outlets available. Do you need one?    **Y   N**

**Set up for all starts at 8:00AM. You must be in place by 10:30AM.**

Further instructions regarding registration, setup and parking will be emailed closer to the event date.

#### THE WI DOR REQUIRES US TO REPORT ALL VENDOR (SELLER) INFORMATION FOR OUR EVENT.

*If you plan on selling items at the Earth Fair, you must SUBMIT BOTH the Earth Fair Booth Sign Up Form & the DOR Vendor reporting form to secure your spot. Thank you!*

**I am selling items** and have attached the Vendor DOR Info Form.       **I am NOT** selling any items.

**Door Prize(s):** Please indicate if your business would like to donate a door prize(s) for the Earth Fair. We will acknowledge prize donors on a "Thank You" sign at the door prize table in The Nature Place Atrium.

**Donating door prize(s)**     Yes     No

**Do you have a newsletter? Would you be willing to share Earth Fair information in April?**

If so, we will email you details to be included in your Newsletter by your designated deadline.

**Yes**, we have a newsletter and the deadline for information submittal is: \_\_\_\_\_



The Earth Fair is hosted by and fiscally supported by the Sustainability Institute, 501(c)3.

[WWW.SUSTAININSTITUTE.COM](http://WWW.SUSTAININSTITUTE.COM)



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# Selling Vendor Form

**THE WI DOR REQUIRES US TO REPORT ALL VENDOR (SELLER) INFORMATION FOR OUR EVENT.**

If you plan on **selling items at the Earth Fair**, you must **SUBMIT BOTH** the Earth Fair Booth Sign Up Form & the DOR Vendor reporting form to secure your spot. Thank you!

**YOU MUST INPUT A WI SELLER'S PERMIT NUMBER OR AN EXEMPTION CODE. YOU WILL NOT HAVE BOTH.**

## 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
- 2 - Multi-level marketing company pays sales tax
- 3 - Nonprofit occasional sales exemption
- 4 - Exempt occasional sales

|  |                             |  |  |                |
|--|-----------------------------|--|--|----------------|
| Wisconsin Seller's Permit Number (15 digits starting with 456)<br>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) |                |

### DOR Vendor Requirements

Individuals and businesses selling at temporary events must have a seller's permit if they sell taxable goods/services and do not qualify for an exemption

Exemptions are:

- Vendor's sales are all exempt (non-taxable) - **(Exemption Code 1)**
- Vendor's tax is already paid by multi-level marketing company - **(Exemption Code 2)**
- Vendor is a nonprofit organization and qualifies for non-profit occasional sales exemption **(Exemption Code 3)**
- Exempt occasional sales - taxable sales are less than \$2,000 per year **(Exemption Code 4)**

**La Crosse County/Wisconsin - FOOD VENDOR REQUIREMENT - Are you serving food at the Earth Fair?**

COUNTY/STATE FOOD PERMIT ID #: \_\_\_\_\_

**EMAIL FORM WITH VENDOR BOOTH FORM TO  
LAX.EARTHFAIR@GMAIL.COM BY MARCH 14, 2024**

**OR MAIL TO:  
EARTH FAIR C/O - ERICA BLACK  
1221 WINNEBAGO ST.  
LA CROSSE, WI 54601**



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