



2023 EARTH FAIR - APRIL 30, 2023

Vendor Booth Form

EMAIL FORM TO LAX.EARTHFAIR@GMAIL.COM BY **MARCH 14, 2023** - 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, 2023

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 Myrick Park 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



2023 EARTH FAIR - SUNDAY, APRIL 30

Vendor DOR Info Form

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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)	

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)
- Vendor's tax is already paid by multi-level marketing company
- Vendor is a nonprofit organization and qualifies for non-profit occasional sales exemption (see Publication 206)
- Exempt occasional sales - taxable sales are less than \$2,000 per year (restrictions do apply, see Publication 228)

**EMAIL FORM WITH VENDOR BOOTH FORM TO
LAX.EARTHFAIR@GMAIL.COM BY MARCH 14, 2023**

OR MAIL TO:

EARTH FAIR
C/O - ERICA BLACK
1221 WINNEBAGO ST.
LA CROSSE, WI 54601



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