

2025 Berlin Farmers & Artists Market Inc. Registration Form

*Need either the SSN OR FEIN! Exemption Code numbers are described below!

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)	

Due to the State of Wisconsin adding a new Event Reporting Law, we will now require vendors to fill out the above information so we can file monthly with the state of Wisconsin. Below are the Vendor Information instructions per the State of Wisconsin to help fill out the section above. (Form S-240 Wisconsin Temporary Event Reporting)

- **Wisconsin Seller's Permit Number:** A Wisconsin seller's permit number has 15 digits and begins with 456 (456-xxxxxxxxxx-xx). Sellers may apply for a Wisconsin seller's permit at tap.revenue.wi.gov/btr.
- **SSN and FEIN:** The last 4 digits of the SSN are required. If the vendor has a FEIN, enter both numbers
- **Exemption Code:** If the vendor claims an exemption from collecting and remitting sales tax, enter the exemption code number. Exemptions are limited to the following four reasons:
 1. **Exempt sales only or display only:** Exempt sales refers to nontaxable sales. Display only refers to a vendor advertising goods and services but not selling merchandise.
 2. **Multi-level marketing (MLM) company pays sales tax:** Multi-level marketing companies are those companies that sell their products through distributors. The department regards the multi-level marketing company as a retailer required to remit sales tax on sales to its distributors. Distributors for such companies may use this exemption code if the distributor only sells products for which the multi-level marketing company has already collected and remitted Wisconsin sales tax on the retail sales price of the products.
 3. **Nonprofit occasional sales exemption:** Sales by nonprofit organizations may qualify for exemption from Wisconsin sales and use tax. Refer to Fact Sheet 2106 or Publication 206, Sales Tax Exemption for Nonprofit Organizations, for more information.
 4. **Occasional sales exemptions:** A person is not required to hold a Wisconsin seller's permit if the person's taxable sales are less than \$2,000 in a calendar year. Refer to Publication 228, Temporary Events, for more information.

Please check the dates you plan to attend the market this season:

	June 3 Military Night	N A	July 1 CLOSED for Holiday		Aug 5		Sep 2
	June 10		July 8		Aug 12		Sep 9
	June 17		July 15		Aug 19 BFAM Car Show		Sep 16 Customer Appreciation
	June 24		July 22 Christmas in July		Aug 26 Hometown Hero Night		Sep 23 Customer Appreciation
			July 29				Sept 30 Closing Night/Harvest Fest

Check the type of items you plan to sell:

- Handmade Crafts Locally Grown Produce Food Vendor (*Limited spots available*) Direct Sales

Describe your products: _____

*(Please make sure to add *ALL items you plan on selling this season. Prior approval of added items after application is submitted, is needed from the BFAM committee before items can be sold!)*

For produce, provide growing locations: _____

***Please refer to our policies & Dept. of Ag, Trade & Consumer Protection Farm Market Handbook for information on produce sales.*

Vendor Space Options: Not for profit (501c3), info only booth, or free services * = no fee

**(this type of booth means that you're not generating any sales or income, and strictly info only!)= no fee*

Single Market Day = \$15 (ex. 2 days = \$30)

Prepared Food Vendor w/electricity (ex pizzas, tacos, hot foods, etc) = \$150

Do you have applicable food licenses/permits? YES NO

Entire Market Season (single Space) = \$75

Entire Market Season (double space, side by side) = \$150 ****If doing Direct Sales & Vendor table select this.**

Can we share your contact info if requested by customers? (circle one) YES or NO

Berlin Farmers & Artists Market Inc. Agreement: I have read & understand the Farmers & Artists Market policies & procedures & agree to comply with all of the rules & regulations they contain, as well as any decisions made by the market committee & City of Berlin. I will be responsible for & agree to pay for any property damage or cleanup costs caused by activities or anyone assisting me. The City of Berlin & the Berlin Farmers & Artists Market Inc. will not be responsible for any personal injuries or property damage caused by me or anyone assisting me. I agree to hold harmless and indemnify the City of Berlin & the Berlin Farmers & Artists Market Inc for any damages, injuries, or claims resulting from my use of the Farmers' Market, including any attorney fees and court costs. I understand there will be no refunds for early termination.

Signature _____

Date _____

Make checks payable to Berlin Farmers & Artists Market Inc.

Please mail fully completed form to:

Attn: Annamae Caswell, Coulson's Tax Service

P.O. Box 189

Berlin WI 54923

Questions? Contact the BFAM via Facebook,

email berlinfarmersandartistsmarket@gmail.com,

or contact Michele at (920)267-2755 or Catrina at (920)229-9860

<p>Market Use Only: Date Payment Received: _____ Cash _____ Check # _____ Amount _____</p>
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