

City Clerk's Office, 9229 W Loomis Rd, Franklin, WI 53132 (414) 425-7500

Homegrown Vendor Registration

St Martins Fair 2023

September 3 & 4, 2023

St. Martin's Fair Animal & Homegrown Vendors:

Enclosed is the Vendor Registration form for St. Martin's Fair 2023.

If you intend to sell at the St. Martins Labor Day Fair, you will need to return your fully completed application, as well as a Wisconsin Temporary Event Vendor Information form. A cream color form will be sent back to you complete with the City Clerk's signature which will be valid for September 3 & 4, 2023. The signed VENDOR REGISTRATION form that is returned to you must be posted at your space during St. Martin's Fair. A reminder that all animals must be at least fifty (50) feet from food.

The City does not provide spaces for your booth at the Fair, nor does it keep a list of available spaces. You are responsible for contacting landowners in the Fair area.

If you have any questions, please call this office at (414) 425-7500.

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City of Franklin Vendor Registration form
Wisconsin Temporary Event Vendor Information form (S-240)
General Permit Requirements for All St. Martin's Fair Transient Merchants
Copy of non-expired State Identification or Driver's License

CITY OF FRANKLIN VENDOR REGISTRATION

NAME						
DATE OF BIRTH						
DRIVER'S LICENSE NO.						
ADDRESS						
CITY/STATE/ZIP CODE						
PHONE NO.						
TYPE OF PRODUCT(S) TO BE						
SOLD ≭						
 ★If you sell any of the following: pigeons, non-native birds, game birds, swine, goats, or sheep, you must complete items 1-3 listed below. If you sell poultry (chicken, ducks, geese, turkeys), you must complete items 1-4 items listed below 1.) WI DATCP Premises Registration Code: 						
2.) Livestock premises type: (check ONE that best applies to your premise)						
Farm or production unit Livestock exhibition Clinic Tagging site Laboratory						
Rendering or carcass collection point Slaughter establishment Market or livestock collection point						
Quarantine facility Non-producer participant						
3) Types of livestock on premises: check ALL that apply.						
Game Birds (includes pheasants quail wild turkeys migratory wildfowl pigeons and exotic birds raised for hunting which are raised in captivity)						
Goats						
Poultry (chicken ducks geese or turkeys) - Complete #4 below						
Sheep						
Swine						
4.) If you sell poultry, you must provide the testing method used to designate as U.S. Pullorum-Typhoid Clean: Write Number:						
NPIP NPIP Affiliate Flock Wisconsin Tested Flock Wisconsin Associate Flock Individually Tested						
RETURN FORM TO OFFICE OF THE CITY CLERK FRANKLIN CITY HALL 9229 WEST LOOMIS ROAD FRANKLIN, WI 53132-9728 Phone 414-425-7500						
THIS VENDOR REGISTRATION EXPIRES						
0/4/2022						

Date

KAREN L KASTENSON, City Clerk

WISCONSIN TEMPORARY EVENT VENDOR INFORMATION FORM

Form S-240

A. Wisconsin Temporary Event Report Instructions

Vendor Information

- Wisconsin Seller's Permit Number: A Wisconsin seller's permit number has 15 digits and begins with 456 (456-xxxxxxxxxxxxxx) 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
- Legal Business Name: If the vendor is a sole proprietor leave blank
- Doing Business As (DBA) Name: The name commonly used by the business if different than the legal business name. Leave blank if not applicable.
- Vendor/Contact Name: Vendor's first and last name are required.
- Mailing Address: We may send confidential information to this address.
- Email address and phone number: Contact information for the vendor selling at the event.
- · Multi-Level Marketing Company Name Required if claiming exemption code 2 Enter name of company that remitted the tax

B. Required S-240 Reporting Data

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 proprietor)	Doing Business As (DBA) Name (if applicable				
Vendor Contact Name (Last)	Vendor Contact	Name (First)	Vendor Phone Number	Vendor Phone Number	
Mailing Address		Email Address			
City	State	Zip	Multi-Level Marketing Company (if (Code 2 above)	

City of Franklin 9229 W. Loomis Road Franklin, WI 53132 (414) 425-7500

GENERAL PERMIT REQUIREMENTS FOR ALL ST. MARTIN'S FAIR TRANSIENT MERCHANTS:

- 1. Permit will be issued to applicant, upon payment of required fees and upon signature of applicant to follow rules governing operation at St. Martin's Fair.
- All operations that serve and/or sell food and non-beverage items, except for unprocessed food, are required to
 obtain and display this permit. Unprocessed food includes farm products that are grown/produced by the
 farmer/seller on the farmer/seller's property (e.g. honey if unprocessed must be appropriately labeled and does not
 require a permit).
- 3. All property owners selling space to vendors are responsible to notify vendors of permit requirements and regulations of St. Martin's Fair.
- 4. All food and beer stands shall provide plastic liners for the trash barrels which they use, and they shall change the liners as the barrels are filled.
- 5. No stakes shall be placed in any public asphalt or concrete walkway or street.
- 6. Nonintoxicating beverages can only be sold if the vendor has indicated on the Transient Merchant application and has paid the additional fee.
- 7. Animals must be restrained or fenced, and kept reasonably away from public reach.

FOOD OPERATION

- 1. All food vendors must be properly licensed according to ATCP 75.
- 2. All mobile food vendors must comply with Chapter 9 of the Wisconsin Food Code.
- 3. All transient food vendors must comply with Chapter 10 of the Wisconsin Food Code.
- 4. All food vendors must fill out the "Transient & Mobile Food Vendor Information Sheet for St. Martin's Fair" and return it to the Franklin Health Department, along with applicable inspection fees and a copy of current licenses.
- 5. Selling and serving of home-baked, home-canned, or home-processed food is prohibited, except those specifically exempted by the State of Wisconsin Department of Agriculture. Please contact the City of Franklin Health Department with questions regarding exemptions at 414-425-9101.
- 6. All Time/Temperature Control for Safety (TCS) foods must be mechanically refrigerated.
- 7. All food vendors must be located at least 50 feet away from port-a-johns and animals.
- 8. Operations not meeting Wisconsin Food Code requirements are subject to closure by the Sanitarian upon inspection during the Fair.

FIRE PREVENTION & SAFETY

- 1. All food peddlers who are cooking food must have a currently certified ABC (2A10BC) and K fire extinguishers readily available on site.
- 2. All open flame cooking must be done outside of either a tent or a canopy structure.
- 3. A tent or a canopy used in cooking shall be flame retardant and NFPA 701 verifiable.
- 4. Food peddlers must provide a minimum of 10 feet between tents or canopies used in cooking.
- 5. No cooking shall be done within 10 feet of a combustible wall or surface.
- 6. No cooking is permitted under a tent where patrons assemble or are seated.
- 7. Flammable liquids or gasses may not be stored within 10 feet of any ignition source.
- 8. Generators or any internal combustion power source must be separated by a minimum of 5 feet from any tent or temporary membrane structure.

TESTIMONY OF READING:		
I hereby state that I have read the above rules and agree to abi	de by them:	
Signature of Applicant	Date	