



9229 W Loomis Rd, Franklin WI 53132-9728
CITY CLERK 414-425-7500

Transient Merchant Permit Application

St Martins Fair 2019

September 1 & 2, 2019

New Renewal

- Labor Day Event (max.15 ft.) issued prior to 5:00pm Friday, August 30, 2019 \$80.00
- Labor Day Event (30 ft.) issued prior to 5:00pm Friday, August 30, 2019 \$160.00
- Issued at Fair (max.15 ft.) LATE: issued after 5:00pm Friday, August 30, 2019 \$180.00
- Issued at Fair (30 ft.) LATE: issued after 5:00pm Friday, August 30, 2019 \$260.00
- Nonintoxicating & Soda Water Beverages (with Labor Day Event fee) \$5.00

Please Print All Information

1. Applicant Information

Applicant's Full Name _____ Date of Birth ___/___/___

Driver's License Number _____ State _____ Expiration ___/___/___

*Please include a **LEGIBLE** copy of identification (i.e. Driver's License)*

Home Address _____

City, State, Zip _____

Phone _____ E-mail _____

Previous Address (Street or Route) _____

If less than two years at present address

Previous City, State, Zip _____

2. Business/Corporation Information (if applicable)

Business Name _____

Corporation Name (if different from Business Name) _____

Business Address _____

City, State, Zip _____ Phone _____

3. List ALL Criminal Convictions

Specify all offenses, giving dates and places of arrests and convictions _____

4. Vehicle used for conducting business

Year _____ Make _____ Model _____ State/License # _____/_____

5. Type of products or services to be sold (be specific) _____

**** If you are selling any type of food product, you MUST complete and return the Temporary & Mobile Vendor Information form.**

6. Wisconsin Seller's Permit Number _____

APPLICANT UNDERSTANDS AND AGREES THAT THIS PERMIT IS NOT TO INSURE NOR INDEMNIFY AND SHALL NOT BE CONSTRUED AS SUCH. APPLICANT FURTHER AGREES THAT APPLICANT WILL INDEMNIFY AND HOLD HARMLESS THE CITY OF FRANKLIN FOR ANY & ALL CLAIMS ARISING FROM THE SERVICE OR GOODS PROVIDED UNDER THIS APPLICANT OR PERMIT.

APPLICANT FURTHER UNDERSTANDS AND AGREES THAT APPLICANT APPOINTS THE MUNICIPAL CLERK OF THE CITY OF FRANKLIN "TO ACCEPT SERVICE OF PROCESS IN ANY CIVIL ACTION BROUGHT AGAINST THE APPLICANT ARISING OUT OF ANY SALE OR SERVICE PERFORMED BY THE APPLICANT IN CONNECTION WITH THE DIRECT SALES ACTIVITIES OF THE APPLICANT, IN THE EVENT THAT THE APPLICANT CANNOT, AFTER REASONABLE EFFORT, BE SERVED PERSONALLY." CODE OF THE CITY OF FRANKLIN §237.4.D.

SIGNATURE MUST BE NOTARIZED

DATE

SIGNATURE OF APPLICANT

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 2019

SIGNATURE OF NOTARY PUBLIC

_____,
COUNTY OF _____ STATE OF _____

MY COMMISSION EXPIRES

Please read, sign & return this sheet with application

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

COMBINATION FOOD AND PEDDLER PERMIT

GENERAL PERMIT REQUIREMENTS:

1. Permit will be issued to applicant, upon payment of required fees and upon signature of applicant to follow rules governing operation at St. Martins Fair.
2. Permit fees cover the period beginning July 1st, ending June 30th, or any part thereof.
3. 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).
4. All property owners selling space to vendors are responsible to notify vendors of permit requirements and regulations of St. Martins Fair.
5. 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. Liners are available at the Police trailer during the Fair.
6. No stakes shall be placed in any public asphalt of concrete walkway or street.
7. All food vendors must be located at least 50 feet away from port-a-johns and animals.
8. Selling and serving of home-baked, home-canned, or home-processed food is prohibited. Operations licensed by the State of Wisconsin, must also possess and display the license(s) required for all other processed foods (e.g. taffy maker), in addition to this permit.
9. All potentially hazardous foods must be mechanically refrigerated.
10. Soda permit is not included in this combination permit.
11. Operations not meeting permit standards are subject to closure by the Sanitarian upon inspection during the Fair.
12. Animals must be restrained or fenced, and kept reasonably away from public reach.

FOOD OPERATION

All food preparation and service will comply with the attached "**Temporary Food Service Requirements**", which includes all requirements for water supply.

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 abide by them:

Signature of Applicant

Date

7/1/2019 – 6/30/2020 Temporary & Mobile Food Vendor Information Sheet

Name of Food Stand:			Contact Person:		
Address:			Certified Food Manager:		
City:	State:	Zip:	Phone:		
Name of Event:			Email:		
Dates of Event:					

FOOD PREPARATION AND MENU

- **Menu:** Only food items listed below will be approved to serve. Approval for any changes must be requested at least two (2) business days before the event.
- **Temperature Control:** Any food found in the Danger Zone above 41°F and below 135°F will be discarded.

No home prepared foods are allowed.
All foods must come from a commercial approved source or a licensed facility.
Any questions - Call the Franklin Health Department at (414) 425-9101

MENU: Complete the table below. List all foods, beverages, and condiments that will be served. Use additional paper as needed.

Food Item	How purchased at store? (raw or pre-cooked)	Prepared in Booth or Approved Kitchen?	Transport item hot or cold? What type of equipment for transport?	Cold holding equipment used at event? (41°F or below)	Cooking/reheating equipment used? Final cook/reheat temperature?	Hot holding equipment used? (135°F or above)
<i>Example: Hamburger</i>	<i>Raw</i>	<i>Booth</i>	<i>Cold/ Ice Chest</i>	<i>Ice Chest</i>	<i>Grill 155°F</i>	<i>Grill/Steam Table</i>

Where will food be purchased? (Examples: Walmart, Pick 'N Save, Reinhardt, etc.)

I, the applicant, understand that the:

- City of Franklin field inspection report is required to operate in the City of Franklin.
- Permit to operate may be suspended or revoked if serious conditions exist.
- Inspection fees cannot be accepted by environmental health specialists in the field.
- Inspection fees are not refundable.
- Fees must be submitted 48 hours in advance to avoid the late fee.

I certify that I am familiar with the Temporary Food Service Requirements - as required in the Wisconsin Food Code and the above establishment will be operated and maintained accordingly.

APPLICANT SIGNATURE

DATE

Are you currently licensed by the State of Wisconsin DATCP as a Mobile or Temporary Food Vendor?

Yes – Please fill out the sections below and return this form, along with payment, to the City of Franklin Health Department (See address below).

No – Please return this form to the City of Franklin Health Department (See address below) and **contact us at (414) 425-9101** to obtain a **Local Temporary Food License**

DATCP License Type:	License Number:
Name of Service Base:	Address:

***An original current DATCP license must be presented and available at all events.**

7/1/2019 – 6/30/2020 Inspection Fee Schedule (1x fee per year)	
<input type="checkbox"/> Mobile Retail.....\$75	<input type="checkbox"/> Temporary or Mobile Restaurant.....\$125
<input type="checkbox"/> Late Fee (less than 48hrs. Prior to event).....\$85	
<i>Not for profit organizations should discuss permitting requirements for exemption with the Environmental Health Specialist.</i>	
<i>Submit the completed application and inspection fee in the form of check or money order payable to:</i>	

City of Franklin
Health Department
9229 W. Loomis Rd
Franklin, WI 53132
(414) 425-9101

In making this application, I understand this business is subject to the provisions of CHAPTER 40 of the Franklin Municipal Code. Effective January 9, 2018. The City of Franklin will be charging a \$25.00 fee for checks which are returned to us as uncollectible by our bank.

Wisconsin Temporary Event Operator and Seller Information

Information on this form is required under sec. 73.03(38), Wis. Stats.

Instructions on reverse side.

E V E N T O P E R A T O R	<p>PART A: Event Information: To be completed by the operator of the temporary event</p> <p>1. Name of Temporary Event _____</p> <p>2. Date(s) of Temporary Event _____</p> <p>3. Location of Temporary Event (e.g., Venue, City) _____</p> <p>PART B: Operator Information: To be completed by the operator of the temporary event</p> <p>1. Name and Address _____</p> <p>2. Daytime Telephone Number () _____</p> <p>3. Email Address _____</p> <p>4. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>If blank, check appropriate box:</p> <p><input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input type="checkbox"/> Exempt Nonprofit Organization</p> <p><input type="checkbox"/> Other – Explain: _____</p>
	<p>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</p> <p style="text-align: center;">THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</p> <p>1. Legal Name _____</p> <p>2. Business Name _____</p> <p>3. Address (Street or Route) _____</p> <p>4. City, State and Zip Code _____</p> <p>5. Home Telephone Number () _____</p> <p> Business Telephone Number () _____</p> <p>6. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>7. Social Security Number X X X - X X - _____</p> <p>8. Federal Identification Number (FEIN) X X - X X X _____</p> <p>9. Check one box indicating the type of activity you intend to engage in at this event:</p> <p><input type="checkbox"/> Selling Taxable Merchandise or Service <input type="checkbox"/> Display Only</p> <p><input type="checkbox"/> Selling Exempt Merchandise or Service <input type="checkbox"/> Exempt under Occasional Sales Rule</p> <p><input type="checkbox"/> Direct Sellers, Company Name _____ <input type="checkbox"/> Nonprofit Organization</p>
S E L L E R	

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

Print Name: _____

Signature: _____ Date: _____

Information about temporary events, including forms, instructions and Common Questions can be found on the Department of Revenue's website at revenue.wi.gov/html/temevent.html. If you have additional questions, please contact the Department of Revenue by email at DORBusinessTax@revenue.wi.gov or telephone at (608) 266-2776. See reverse side for submission instructions.

**** Do not email event reports to maintain confidentiality of seller information ****

Instructions for Completing Operator and Seller Information

EVENT OPERATOR:

An “operator” is defined as a person or entity (such as an individual, association, partnership, corporation, or non-profit organization) that arranges, organizes, promotes, or sponsors an event. An operator may also be referred to as an organizer, exhibitor, or decorator. An operator may or may not be the owner of the property or premises where the event takes place. An operator may also be a seller at the event.

Note: A Wisconsin tax account number (formerly seller’s permit) is required if selling taxable merchandise or services. Admission fees are subject to sales tax in Wisconsin.

Step 1: Complete Parts A and B.

Step 2: Provide a copy of *Wisconsin Temporary Event Operator and Seller Information* (Form S-240) with Parts A and B completed to each seller participating in your event.

To obtain additional copies of Form S-240 go to the Department of Revenue’s website at revenue.wi.gov/forms/sales/index.html. If you prefer, you may use the fill-in form available from the same website.

Step 3: Submission – Event Operator.

Submit compiled vendor information to the department as soon as possible but no later than 10 days from event closing using one of the following methods:

- **Electronic Reporting:** If you have all the required sellers’ information, use the Excel spreadsheet provided at revenue.wi.gov/html/temevent.html. (Excel viewer is available.) Fill in the information for all sellers participating at the event and submit using the department’s secure file transmission application at revenue.wi.gov/eserv/wteptran.html or by U.S. Mail. **Do not email event reports to maintain confidentiality of seller information.**
- **Paper Reporting:** Mail completed Forms S-240 or a printed version of spreadsheet to:

Temporary Events Program
Wisconsin Department of Revenue
PO Box 8910
Madison WI 53708-8910

Revenue Field Agents attend temporary events to verify registration of sellers. Sellers must have evidence of their Wisconsin tax account number at the event.

SELLER:

A “seller” is defined as a person or entity involved with selling merchandise or providing taxable services at a temporary event. A seller may also be referred to as a vendor, exhibitor, or booth owner.

Important: This form is not an application for a Wisconsin Tax Account Number. If you do not already have a tax account number but are required to, you will need to apply for one directly with the Department of Revenue prior to the event. You can apply online or download an application, *Application for Business Tax Registration* (Form BTR-101) on the department’s website, revenue.wi.gov/forms/sales/index.html. Not all sellers are required to obtain a Wisconsin tax account number. Some of the reasons a seller may not need a tax account number are:

- The seller only sells tax-exempt items, such as vegetables for home consumption.
- The seller is only displaying at the event, no onsite orders are being taken, and taxable merchandise is not later shipped into Wisconsin.
- The seller qualifies for the occasional sale exemption. (See Publication 228, *Temporary Events*.)

If you have questions regarding applying for a Wisconsin tax account number, contact any Department of Revenue office, visit our website, or call (608) 266-2776.

Step 1: Complete Part C (event operator should complete Parts A and B).

Line 1: Enter your individual, partnership, association, or corporate name.

Line 2: Enter your business name, if different.

Line 3: Enter the address of the physical location of your business. If different, also provide your mailing address.

Line 6: Enter your 15-digit Wisconsin tax account number. You can find this number on your Form ST-12.

This number is **not** your 6-digit seller’s permit number issued to you prior to December 31, 2002.

Lines 7 & 8: Enter the last four digits of your social security number and/or federal employer identification number. This is required under sec. 73.03(38), Wis. Stats., if you do not provide a tax account number.

Step 2: Submit completed form to event operator on or before the first day of the event.