

# JACKSONPORT 24th ANNUAL CHERRY FEST - ENTRY FORM

**DATE: Saturday, August 4, 2018**

**DEADLINE FOR ENTRY: July 1, 2018**

**PLACE: Lakeside Park, Hwy. 57, Jacksonport, in Door County, Wisconsin**

**TIME: 9:00 A.M. to 4:00 P.M. Set up 6:00 A.M. to 8:00 A.M. sharp the morning of the show OR on Friday, August 3rd. The Cherry Fest committee will provide night security beginning at 9 p.m. on Friday. You may drive into the park on Friday only – provided your space is accessible. **The park plan will be posted on a picnic table at the front of the park on Hwy. 57 at the Lakeside Park sign.** If you have any questions during set-up call 1-920-559-7457 (Dave).**

**SET UP: After unloading, vehicles MUST be moved to the designated parking areas one block west on Hwy. V. **No vehicles may be left in the park or parking lot at the park. NO trailers, trucks, vans or cars belonging to display personnel may be left ALONG THE HIGHWAY AT ANY TIME. No early tear down is permitted. NO OVERNIGHT CAMPING is allowed in Jacksonport.** Make your reservations early. Go to [www.Doorcounty.com](http://www.Doorcounty.com) for reservation information. Call the Door County Visitor Bureau at 1-800-52-RELAX for your free 2018 Vacation Planner. The planner is also available page by page online at [www.Doorcounty.com](http://www.Doorcounty.com)**

**EVENT: Cherry Fest is sponsored by the Jacksonport Historical Society. Live music, food, a fine Arts & Crafts Show, car show and family activities are ongoing throughout the day. Check out the Jacksonport Historical Society website at [www.jacksonporthistoricalsociety.org](http://www.jacksonporthistoricalsociety.org) for more information on activities.**

**FEE: A NON-REFUNDABLE fee of \$65.00 is charged per 12 X 12 foot space. Make checks payable to the Jacksonport Historical Society. We will accept one entry per booth. Double spaces are available. ALL work displayed MUST BE done by the displaying artist. You may not share your booth with another artist. NO resale items or foreign made items are allowed. No refunds for inclement weather. Inclement weather teardown is at your discretion. Show chairmen have the right to ask you to leave if items do not represent your photos / wording on your entry form. During Cherry Fest, no vendors (those selling or promoting sales) will be allowed in Lakeside and Erskine Parks unless they have previously registered with and been approved by the sponsoring organization, the Jacksonport Historical Society (JHS). Roving vendors will not be permitted. The society reserves to itself the sole authority to sell desserts and related food and beverages on festival grounds during the festival.**

**NEW ENTRIES MUST include 3 photos of your work and a **self-addressed and stamped envelope for return of your entry reply if you requested that photos be returned to you. Confirmation will be sent via email if possible.** THOSE WHO HAVE DISPLAYED IN PAST SHOWS NEED NOT SEND PHOTOS if you still have the same type of work. **However vendors who have attended previously must include a self addressed/stamped envelope for their show confirmation unless confirmation can be sent via email.** The committee has the right to fill your space by 8 A.M. on show day in your absence. Please call 1-920-559-7457 or email at [jhs.cherryfest@gmail.com](mailto:jhs.cherryfest@gmail.com) (Dave) if you will be late or are unable to attend.**

**POLICIES: Each vendor must provide all his/her own tables, chairs and LEVELING BLOCKS for set up. Tents for cover are advised as not all spaces are shaded by trees. Refuse containers will be set up throughout the park. Please pick up your space – all packaging, extra boxes and food wrapping - prior to your departure from the show.**

**CONTACT INFORMATION:** Dave Neckuty 1-920-559-7457 (please leave message) or [jhs.cherryfest@gmail.com](mailto:jhs.cherryfest@gmail.com)

**Please complete the form on the next page**

**Be sure to complete and sign the Sellers section of the S-240 form.**

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# Wisconsin Temporary Event Operator and Seller Information

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

Instructions on reverse side.

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

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](http://revenue.wi.gov/html/temevent.html). If you have additional questions, please contact the Department of Revenue by email at [DORBusinessTax@revenue.wi.gov](mailto:DORBusinessTax@revenue.wi.gov) or telephone at (808) 286-2776. See reverse side for submission instructions.

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

S-240 (R. 12-14)

This Form May Be Reproduced

Media \_\_\_\_\_ Email \_\_\_\_\_  
(please print clearly)

# OF BOOTHS REQUESTED \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_ IN SHOW LAST YEAR \_\_\_\_\_

Return photos: yes \_\_\_\_\_ no \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

The undersigned agrees to abide by the rules outlined and assumes full responsibility for this entry and does not hold the Jacksonport Historical Society or its members responsible or liable in any way for personal injury, property loss or damage.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to: Dave Neckuty, 219 Minor Court, Green Bay, WI 54303**



**JACKSONPORT FIRE DEPARTMENT**  
**CHIEF THOMAS ASH**

3365 COUNTY RD V STURGEON BAY, WI 54235  
STATION: 920.828.2488 EMAIL: TASH@JPORTFD.COM



Some businesses are unaware of the State Code in regards to the use of tents for roadside/farm markets, special events such as weddings, class reunions, fund raisers, fishing tournaments, etc.

Below are the requirements per NFPA I Chapter 25.

1. All tents and layouts of multiple tents must be inspected and approved by the Fire Department prior to your event and use.
2. Tents shall be permitted only on a temporary basis. Tents are to remain in place for a period of 180 consecutive days or less. All tents must comply with NFPA I Chapter 25, NFPA 101 Life Safety.
3. Vehicles used in connection with the event shall not be parked within 20' of the tent, i.e. DJ, Caterer or beer distributor. All other vehicles shall not be parked within 50' of the tent unless the parking is separated by a barrier such as a curb.
4. Tents shall not be located any closer than 20' to a building.
5. Neither open flame heat nor cooking is allowed, where open to the public. Anything other than electric heat must be located outside of the tent and the heat ducted into the tent. The open flame food warmers are allowed to keep the serving dishes warm. AHJ (authority having jurisdiction) has authority to require a Class K extinguisher if the fuel load and location to the tent could be a hazard.

Cooking under a tent is allowed so long as the public is not allowed in the tent.

Cooking operations shall comply with NFPA 1 Chapter 50 unless granted an exception.

(1) AHJ, Fire Chief or designee only will make an exception if the following requirements are met.

- (2) ABC fire extinguisher is present; Class K fire extinguisher is present
- (3) Fuel must be located 10 ft away from the tent and secured to prevent tip over.
- (4) 10 ft clearance around the tent is provided.
- (5) Area around fuel and open area is fenced to keep public out.
6. The tent must be tagged as Flame resistant or a certificate must be present.
7. No smoking signs must be posted.
8. Fire Extinguishers of approved types shall be furnished and maintained in such quantity and locations as determined by the AHJ. All tents over 400sq ft, or multiple tents arranged to cover over 400 sqft are required to have extinguishers.
9. If the tent is used after dark there must be illuminated exit signs.
10. Exit signs are required during the day time if the tent has three or more sides.
11. Spacing shall be 10' unless not occupied by the public or exception is given by the AHJ.
12. Means of egress must be open at all times.
13. Tent stakes must be railed off, capped, or covered so as not to present a hazard to the public.
14. Jacksonport Fire Department will not provide extinguishers.
15. It is your responsibility to call the Fire Department @ 920-309-0623 for an inspection prior to the event.

Fire Chief Tom Ash