



**The Great Wisconsin Quilt Show**  
**Sept. 5-7, 2024**  
**Alliant Energy Center, Madison, Wisconsin**

**Due: June 1, 2024**

**If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter an exemption code from the list below.**

- |   |   |
|---|---|
| <b>1 - Exempt sales only or display only</b>            | <b>3 - Nonprofit occasional sales exemption</b> |
| <b>2 - Multi-level marketing company pays sales tax</b> | <b>4 - Exempt occasional sales</b>              |

**Required Information**

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Legal Business Name (if not sole proprietor)		
<hr/>		
Doing Business As (DBA) Name (If applicable)		
<hr/>		
Wisconsin Seller's Permit Number (15 digits starting with 456)		SSN (last 4 digits)
<hr/>		FEIN (last 4 digits)
<hr/>		
Mailing Address		Exemption Code
<hr/>		
City and State	zip	Multi-level marketing company (if claiming 2 above)
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**Vendor Information**

Primary	Contact	Full	Name	phone
<hr/>				
e-mail				
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**• For your reference, the instructions provided on the Form S-240 for this Vendor Section are below:**

- Wisconsin Seller's Permit Number: A Wisconsin seller's permit number has 15 digits and begins with 456 (456-xxxxxxxx-xx). Sellers may apply for a Wisconsin seller's permit at [tap.revenue.wi.gov/btr](http://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.

Form S-240 - Wisconsin Temporary Event Report Instructions

- 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

**Please return completed form to:**  
**Great Wisconsin Quilt Show**  
**PBS Wisconsin**  
**821 University Ave.**  
**Madison, WI 53706-1497**

**For more information you can visit:**  
<https://www.revenue.wi.gov/Pages/HTML/temevent.aspx>  
**or call (608) 264-4582**