

Northern Adventures Swap Meet 8am-5pm

Saturday, September 13, 2025 and Sunday, September 14, 2025

Vendor/Applicant Name _____

Business Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone (cell) _____ Phone (home) _____

E-mail Address _____

Electrical need circle one:

220-30amp

220-50amp

110-20amp

Food Truck Vendor will do the following:

- **Register and pay \$200** per space as a food vendor by September 1, 2025.
- Provide a **Required Food License**. No exceptions
- Each food vendor must provide a **Certificate of Liability Insurance** which provides for \$1,000,000 Products Liability Insurance and must name Bayfield County as an additional insured. **Bayfield County 7080 N Main Street, Iron River, WI 54847**
- All vendors must provide/display the **Wisconsin Temporary Event Operator and Seller Information**.
- Vendors must follow all rules set forth in the Food Vendor Agreement.
- Set up date is Friday, September 12th at noon-?

I agree to the Food Vendor Agreement

X _____ Date _____

Mail all vendor forms to: Northern Adventures Snowmobile Club, P.O. Box 241 Iron River, WI 54847 or email to nascwi@outlook.com

Contact Jerry Tompkins with questions at 651-324-8606



Bayfield County Health Department Temporary Event Food Permit

Make checks or money orders payable to Bayfield County Health Department. Send it along with your application to the Bayfield County Health Department PO Box 403 Washburn, WI 54891

Please Note: Vendors that have an **annual license** either through the Department of Agriculture and Consumer Trade Protection (DATCP) or another Annual Temporary Event License or Mobile Food License issued by an Agent County in Wisconsin do not need a new license from Bayfield County Health Department. We accept those licenses; however, we charge an inspection fee of \$40 which must be paid to operate in Bayfield County. Temporary Event Food Annual Permit holders may not serve in a single location longer than 14 days.

Establishment Name:	Licensee:	DATCP License #:
Licensee Name and Mailing Address:		Phone:
		E-mail:
Facility where food is to be prepared/stored:	Facility Address:	

Events: List the Events and Dates you plan on operating in BAYFIELD COUNTY

Name of Event	Location (City)	Dates:

FEE: All Licenses are also subject to a 10% state administration fee:

- Annual License: \$200** (for units operating ONLY in Bayfield Co and DO NOT have a DATCP license)
- Single Event License: \$75** (For operators that are only attending ONE event in Bayfield County and DO NOT have a DATCP license)
- Inspection Fee per event: \$40** (For DATCP or other Wisconsin Agent County licensee holders ONLY)

I, the applicant, understand that I am responsible for the following:

1. No Temporary Restaurant shall operate without first obtaining a permit to do so.
2. **Contact the Health Department at 715-373-6109 to discuss Temporary Food Stand requirements.**
3. Adherence to temporary restaurant requirements.
4. Permit may be suspended if serious violations exist.
5. All food items must come from approved sources and held at proper temperatures.

Signature of Applicant: _____

Date: _____

NOTE: ABSOLUTELY NO FOOD PREPERATION MAY BE DONE AT HOME!

List menu items. Do not include canned or bottled beverages, or prepackaged snacks	Prepared at festival	Prepared Off-site

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ALL FOODS MUST BE PREPARED AT A LICENSED FACILITY.

Please answer the following as completely as possible:

1. How will you provide temperature control for potentially hazardous foods? Circle all that apply.

a. **Cooking & Reheating:** Oven Stove Charcoal Grill Gas Grill Fryers Griddle/Flat

other: _____

b. **Hot holding:** Steamer/Table Oven Stove Charcoal Grill Gas Grill Hot Holding Case

other: _____

c. **Cold Holding:** Commercial Refrigerator Freezer Refrigerated Truck Dry Ice Drained Ice

other: _____

2. List all other equipment to be used:

3. Potable water is **required** for all temporary food booths. Where is your water for handwashing, dishwashing and cooking coming from? If it's a private well (not municipal water) you **MUST** include a copy of your water sample report showing water is safe for drinking.

4. All Food preparation areas require screening. List which areas of booth are screened:

5. Describe your dishwashing set up. What you will be using for utensil washing & sanitizer to be used:

6. You **MUST** have a handwashing station (warm water with catch basin) set up in your booth. Describe what you will be using for hand washing facilities:

MANDATORY EQUIPMENT:

- Accurate Food Thermometers
- Single Use Gloves
- Diswashing Detergent
- Hand soap

- Sanitizer (Bleach or other food safe sanitizer)
- Sanitizer test strips
- Paper Towel
- Hats or Hair nets for food workers.

Part A: Event Operator Information

Doing Business As (DBA) Name (if applicable)		Wisconsin Tax Number (15 digits starting with 640, 456, or 600)	
Legal Business Name (if not sole proprietor)			Full FEIN (Business)
Event Operator Name (Last)		Event Operator Name (First)	
Mailing Address		Email Address	
City	State	Zip	Contact Phone Number

Part B: Temporary Event Information

Event Start Date M M D D Y Y Y Y		Event End Date M M D D Y Y Y Y		Number of Vendors	
Temporary Event Name				Minimum Vendor Booth Fee	
Street Address				Customer Admission Fee	
City		State WI	Zip	County	

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

Signature	Date
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Common Questions**What is a temporary event?**

A temporary event is an occasion, activity, or function at which merchandise is sold or traded or taxable services are provided. An event can be on one or consecutive days. It may reoccur on a weekly, monthly, quarterly, or annual basis.

How are recurring events reported?

Multiple events in a calendar month may be reported as one event. In this case, the event start is the first and the event end is the last day of the month.

Who is a temporary event operator?

The organizer or planner of an event is the event operator.

What must a temporary event operator report?

Temporary event operators must complete and submit Form S-240 with information about each event vendor to the Department of Revenue (DOR) within **10 business days** after the close of the event.

Note: Operators may be assessed a \$200 penalty for the first offense and \$500 for subsequent missing, late, or incomplete reports.

What are temporary event vendor requirements?

Temporary event vendors must have a Wisconsin seller's permit unless their sales are exempt from sales and use tax.

Where can I find more information on temporary events?

- [Publication 228, Temporary Events](#)
- revenue.wi.gov and search 'Temporary Events'

More information about completing this report is on our website revenue.wi.gov and search 'Event Operator'

Completing Form S-240

The event operator is **required** to complete all sections of Form S-240, to include all vendor information.

Part A is the event operator information.

Part B is the temporary event information.

Part C is used to report all vendors attending the event. Do not submit a vendor list without Page 1 (Parts A & B) of Form S-240. If the event operator is making taxable sales, they should complete a vendor report for themselves.

An operator may be assessed a penalty for an incomplete report for failure to obtain information about each vendor.

Submit the report by any of the following:

- Online through our Secure File Transfer web page at: revenue.wi.gov and search 'wtepran'
- Mail: Wisconsin Department of Revenue
Temporary Events Project MS 3-80
PO Box 8902
Madison, WI 53708-8902

Important: Do not email reports or other confidential information.

Questions

- Email: DORTempEvents@wisconsin.gov
- Call: (608) 264-4582.

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of June 1, 2022: sec. 77.52(19) and 73.03(38), Wis. Stats., and sec. Tax 11.53 and 11.535, Wis. Adm. Code.



Part C: Vendor Information

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
- 2 - Multi-level marketing company pays sales tax
- 3 - Nonprofit occasional sales exemption
- 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 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)	

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Reproduce this page as needed to report all vendors.
Page 1 must be included with your submission.

