

42ND ANNUAL NATURE'S IMAGES ARTS & CRAFT FAIR

Sunday, May 17TH, 2026 | 9:00 AM to 3:00 PM



Artist Application: The Art Fair is hosted by The Friends of 1000 Islands and held on the 1000 Island Environmental Center grounds, located on the lower Fox River in the city of Kaukauna, WI. This is an outdoor show and will be held rain or shine. Fifty booth spaces are available and are first come first serve.

Early Bird Fee (Until March 30th only): \$40/booth

Applications received between March 31 - May 4 Fee: \$50/booth

Application Deadline: Friday, May 4, 2026* **Late Application Fee after May 4:** \$60/booth

Booth Location Confirmation: Monday, May 11

Set Up Time: 6:00 to 9:00 AM **Take Down Time:** After 3:00 PM

Booth Space: 12' wide x 14' long. Each artist is to provide their own table, chairs, tent, and signage. Electricity is not available.

Payment Information: Check or money order must accompany the entry form. Make checks payable to **The Friends of 1000 Islands**. Send entry form, WI Temp. Event Tax form and fee to: 1000 Islands Environmental Center, 1000 Beaulieu Ct., Kaukauna, WI 54130.

Questions: Call the Nature Center at 920-766-4733 or email friendsof1000islands@gmail.com

----- APPLICATION FORM -----

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

Art/Craft Selling: _____

One Display Space Two Display Spaces

*No refunds after application deadline.

I accept the rules and regulations, I understand that there are risks inherent in participating in such activities open to the general public, and I agree to indemnify and hold harmless 1000 Islands Environmental Center, the Friends of 1000 Islands and the City of Kaukauna from and against any and all loss, expense, claims, damages, causes of action, injury, suits or damages, suits to person or property, of any kind or nature whatsoever, including attorney's fees, arising out of or related to the participation and operation as an Artist/Vendors at the 2024 Nature's Images Art Fair.

Signature: _____ Date: _____

**The Friends of 1000 Islands
2026 Nature's Images Spring Arts & Crafts Fair
Vendor Rules & Regulations**



- Walk-ins are not allowed.
- The 2026 Art Fair concludes at 3:00 PM—please, no early takedowns.
- The Artist/Vendor is responsible for leaving their area clean—remove all debris and garbage.
- The Artist/Vendor must always be present at their display and is responsible for their selling space.
- The Artist/Vendor is fully responsible for any loss or damage to their property by theft, fire, or casualty. Each Artist/Vendor is responsible for the conduct of their employees and activities must not detract from the image/welfare of the Art Fair.
- If you have special space needs, please request this on your application and we will make every effort to accommodate the request.
- No commission will be charged on sales.
- Each Artist/Vendor is responsible for collecting and reporting all Local and Wisconsin State sales tax associated with their sales.
- All vehicles need to be removed from the event area from 9:00 AM to 3:00 PM.
- Coffee, water, and donut coupons will be provided for Artist/Vendor. A food stand will be available on the grounds.
- No pets (unless a service dog) are allowed in the event area or in the 1000 Islands Conservancy Zone.
- Alcohol or smoking/vaping is not permitted on the premises.
- Demonstrations of your work are accepted.

Questions regarding the Art Fair can be directed to 1000 Islands Environmental Center by calling 920-766-4733 or email at friendsof1000islands@gmail.com. The Nature Center building is open Tuesday through Friday 8:00 AM until 4:00 PM, Saturday 10:00 AM until 3:30 PM.

Thank you for participating in the Nature's Image Spring Arts and Crafts Fair. All proceeds will directly benefit the Friends of 1000 Islands and 1000 Islands Environmental Center.

1000 Islands Environmental Center, 1000 Beaulieu Court, Kaukauna, WI 54130

Phone: 920-766-4733 | Email: friendsof1000islands@gmail.com

Website: <https://1000islandsenvironmentalcenter.org/>



Wisconsin Temporary Event Operator and Seller Information

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

Instructions on reverse side.

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PART A: Event Information: To be completed by the operator of the temporary event

1. Name of Temporary Event Nature's Images Arts & Crafts Fair
2. Date(s) of Temporary Event Sunday, May 17th, 2026
3. Location of Temporary Event (e.g., Venue, City) 1000 Islands Environmental Ctr., Kaukauna, WI 54130

PART B: Operator Information: To be completed by the operator of the temporary event

1. Name and Address The Friends of 1000 Islands
1000 Beaulieu Court, Kaukauna, WI 54130
2. Daytime Telephone Number (920) 766-4733
3. Email Address friendsof1000islands@gmail.com
4. Wisconsin Tax Account Number _____
If blank, check appropriate box:
 No Taxable Sales Exempt under Occasional Sales Rule Exempt Nonprofit Organization
 Other – Explain: _____

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PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.

THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS

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:
 Selling Taxable Merchandise or Service Display Only
 Selling Exempt Merchandise or Service Exempt under Occasional Sales Rule
 Direct Sellers, Company Name _____ 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. If you have additional questions, please contact the Department of Revenue by email at DORTempEvents@wisconsin.gov or telephone at (608) 264-4582. 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/Pages/OnlineServices/wteptran.aspx 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 8902
Madison WI 53708-8902

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.