

Hello Vendors,

Welcome to the 2023 / 2024 Toy Train & Collectables Show

Thank you for your continual support, great products, caring folks and a first-rate venue has moved this train show to leader status with many opportunities for future success for all of us.

A quick review of the **Guidelines**:

- Table selection is determined by number of shows booked and paid.
- Six shows get selected first
- Three shows next
- After which, table selection will be on **first-come** paid basis
- Non-reserve tables made day of event incurs an extra charge
- For Six – show / must be prepaid before six shows start
- For Three – show / must be prepaid before three shows start
- For Oct, Nov, Dec Three show package is due Oct 1st
- For Jan, Feb, Mar three show package is due January 2nd
- First floor with easy access and parking
- Fire code prohibits anything extending into the aisles
- Tax Form and Lionel Railroad Club Registration Form must be signed and returned with a check payment, or the application will be returned.
- **No PO Boxes**
- Please provide a **working phone number** and / or **cell phone number** in case of emergency situation

Contact me for information or Table Reservations at:

Robert Sobolik
2721 S. Calhoun Rd.
New Berlin, WI 53151
414-483-5886
RobertDSobolik@netzero.com

dar / September 1, 2023

Lionel Railroad Club – All Gauge Swap Meet

Four Point Sheraton – Airport, 5311 S. Howell Ave. Milwaukee, WI 53207

Exhibitor Rules and Regulations

The **Lionel Railroad Club** reserves the right to select and place all exhibitors. Consideration will be given to any special request if possible. The following list is intended to help the **Lionel Railroad Club** and the Exhibitors put on a successful event.

- 1) Advertised “All Gauge Swap Meet” hours open to the public are from 8 am until noon.
- 2) Doors open at 6:00 am. (will be 6:30 am starting Jan 2022) Reserved tables not occupied by 7:45 am will be forfeited and re-rented by the **Lionel Railroad Club** unless prearrangements have been made. **Please call ahead if you are unable to attend, or running late.**
- 3) An exhibitor’s Registration form must be on file with the **Lionel Railroad Club**, If not, one must be filled out and signed prior to occupying your table(s). Each table includes one Exhibitor Admission. Any additional guests must pay the current admission fee at the swap entrance.
- 4) Tables cannot be sublet. No sales are permitted in the parking lot.
- 5) Exhibitors may not distribute or display literature of any kind advertising other shows or meets without express permission of the **Lionel Railroad Club**. Exhibitors will not distribute any advertising material outside of the event location. Business cards and/or flyers identifying your business location and merchandise may be handed out at your table.
- 6) If, for any reason other than weather related, if the hall is unavailable for holding the “All Gauge Swap Meet”, the Exhibitor waives any claim for any damages of any nature or type, except for the return of the fees paid or credit for a future show. Fees will be returned within a 30-day period.
- 7) Exhibitor will fulfill Municipal, State and Federal requirement in connections with all sales taxes and required forms.
- 8) NO SMOKING in the show areas! Smoking is permitted outside, in designated area.
- 9) Alcoholic beverages can only be purchased from the venue. Carry-ins are NOT allowed.
- 10) All Exhibitors will keep their display open to the public and will NOT pack or withdraw from the “All Gauge Swap Meet” until 11:30 am. Non-compliance may forfeit the balance of your season reservation, monthly rentals, or the opportunity to participate in future shows.
- 11) Exhibitors should keep their tables neat during the show. Keep your merchandise and equipment within your exhibit space including under your table(s), nothing may extend into the aisles. You may not use boards or other means to extend your table(s) into the sides or front aisle. Shelves are permitted to extend upward in a safe manner. Be considerate of you neighbor’s merchandise. After the show and before you leave, please police your area and dispose of your trash in the proper receptacles. All property of the Exhibitor remains under the Exhibitor’s custody while in the confines of the hall property. Neither the LRRC, hall venue, staff members or directors of any of the same assume responsibility for the Exhibitor’s property, and are not responsible for any loss due to theft, vandalism, accident, fire, water or from any other causes.
- 12) The **Lionel Railroad Club** reserves the Right to Refuse Business with any for any or no reason.

dar / July 29, 2021

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 <u>Toy Train and Collectibles Swap Meet</u></p> <p>2. Date(s) of Temporary Event <u>2023 Oct15, Nov19, Dec17/2024 Jan21, Feb25, Mar17</u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u>New Berlin Ent, 16000 Cleveland. NB. Wi.</u></p> <p>PART B: Operator Information: To be completed by the operator of the temporary event</p> <p>1. Name and Address <u>Lionel Railroad Club - Milwaukee</u> <u>2721 S. Calhoun Rd. New Berlin, Wi. 53151</u></p> <p>2. Daytime Telephone Number <u>(262) 754-9900</u></p> <p>3. E-mail Address _____</p> <p>4. Wisconsin Tax Account Number <u>0 0 4 - 0 0 0 0 4 3 7 7 3 - 0 1</u> If blank, check appropriate box: <input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input checked="" type="checkbox"/> Exempt Nonprofit Organization <input type="checkbox"/> Other – Explain: _____</p>
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S E L L E R	<p>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 5px 0;"> THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS </div> <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 () _____ Business Telephone Number () _____</p> <p>6. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>7. Social Security Number <u>X X X - X X - _____</u></p> <p>8. Federal Identification Number (FEIN) <u>X X - X X X _____</u></p> <p>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</p>
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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 FAQ's can be found on the Department of Revenue's website at www.revenue.wi.gov/html/temevent.html. If you have additional questions, please contact the Department of Revenue by e-mail at tempevtprg@revenue.wi.gov or telephone at (920) 832-2910. See reverse side for submission instructions.

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 web site at www.revenue.wi.gov/forms/sales/index.html. If you prefer, you may use the fill-in form available from the same web site.

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 www.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 <http://www.revenue.wi.gov/eserv/wteptran.html> or by U.S. Mail. Do not e-mail event reports to maintain confidentiality.
- **Paper Reporting:** Mail completed Forms S-240 or a printed version of spreadsheet to:

Temporary Events Program
Wisconsin Department of Revenue
265 W Northland Ave
Appleton WI 54911

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 web site, www.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 web site, 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.

Lionel Railroad Club, Inc
www.milw-lrrc.com
 Toy Train & Collectables Show

Oct > Dec 2023

Jan > Mar 2024

New Berlin Entertainment Center, 16000 W. Cleveland Ave, New Berlin WI 53151

Dates: Oct 15, Nov 19, Dec 17, Jan 21, Feb 25 (4th Sun), Mar 17

^ Circle Dates you are Requesting ^

An Exhibitor's Registration Form **Must** be on file with the **Lionel Railroad Club** before the start of the season.

Table Fees (Each Table Includes one (1) Exhibitor, extra person Pays regular Door admission.)

Table Size or Space	AT DOOR \$20.00 Non-Resvd.	Prepaid- 3 shows	Prepaid- 6 shows
8' x 30" /20 sq.ft. 1 Table	RESERVED \$18.00	\$51.00	\$90 \$80
8' x 30" /20 sq.ft. 2 Tables	\$32.00	\$90.00	\$168 \$148
8' x 30" /20 sq. ft. 3 Tables	\$45.00	\$126.00	\$234 \$204
8' x 30" / 20 sq.ft. 4 Tables 5 Tables	\$56.00 \$65.00	\$156.00 \$180.00	\$288.00 \$248 \$330 \$280

NOTE: SEND PAYMENT TO:

Lionel Railroad Club - Swap

2721 S. Calhoun Rd, New Berlin, WI 53151

MAKE PAYMENT OUT TO LIONEL RAILROAD CLUB

Lionel Railroad Club Toy Train & Collectables Show

Exhibitor Registration Form

Please complete form

Print Name _____

Phone Number _____

Email _____

Cell Phone Number _____

Business Name _____

Business Phone Number _____

Address _____

Tax Number _____

City _____

State _____ ZIP _____

Signature _____

Date _____

Signature denotes the Exhibitor has read and agrees to abide by *Toy Train & Collectibles Show*
Exhibitor Rules and Regulations

dar / July 29, 2021