

# Green Bay Area Food Truck Coalition (GBAFTC)



2026 Vendor Membership Application

Application Deadline: March 31, 2026



## Why Join the Green Bay Area Food Truck Coalition?

Joining the GBAFTC helps increase your visibility and grow your business. Members receive promotion through our website with individual truck listings and on our social media channels. You'll also gain access to exclusive rallies and events. Customers can book your truck directly through our website, with requests sent straight to you.

### 1. Business Information

Legal Business Name / DBA: \_\_\_\_\_

Owner Name (First, Middle Initial, Last): \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Phone (during rallies): \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media (Facebook / Instagram): \_\_\_\_\_

### 2. Business Details

Wisconsin Seller's Permit Number: \_\_\_\_\_

Mobile Food Permit (State or County): \_\_\_\_\_

Food Truck / Trailer Size (Length & Depth including hitch): \_\_\_\_\_

Note: All vendors must be 100% self-sufficient and provide their own power source. Only whisper-quiet generators rated at 70 dB(A) or lower are permitted. **Initial** \_\_\_\_\_

### 3. Fees

Application Fee (new vendors only): \$25 (non-refundable)

Annual Membership Fee: \$200 (due with application)



## 7. Event Participation & Fees

Participation in the coalition does not guarantee placement at any rally event. **Initial \_\_\_\_\_**

Events typically include up to 10 trucks (7 food, 3 dessert) to ensure vendor profitability.

Standard rally event fee: \$30 per event plus 5% donation (unless otherwise noted).

## 8. Event Fee Payment Schedule

May/June Events: Payment due May 15, 2026

July Events: Payment due June 15, 2026

If payment is not received by the due date, your spot may be forfeited and offered to another vendor.

## 9. 2026 Rally Dates – Vendor Availability

Please check the rallies you are available to participate in. Checking a date does not guarantee placement at that event.

- May 31 – Bellevue Rally (4:00–8:00 PM) – 6 Food Trucks / 2 Dessert Trucks
- June 2 – Police Lights Rally (4:30–7:30 PM) – 6 Food Trucks / 2 Dessert Trucks (Location TBD)
- June 14 – Suamico Rally (4:00–8:00 PM) – 3 Food Trucks / 1 Dessert Truck
- June 28 – Lawrence Rally (4:00–8:00 PM) – 8 Food Trucks / 3 Dessert Trucks
- July 25 – Suamico Fire Rally (3:00–9:00 PM) – 5 Food Trucks / 1 Dessert Truck

## 10. Insurance Requirements

Vendors must maintain general liability insurance with a minimum coverage of \$1,000,000 and provide a Certificate of Insurance (COI) listing the Green Bay Area Food Truck Coalition and event venues as additionally insured.

## 11. Application Checklist

- Completed application form
- Initials placed where required
- Copy of Wisconsin Seller's Permit
- Completed S240 Form (Part C only)
- Copy of current mobile food permit
- \$25 application fee (new vendors only)
- \$200 membership fee

## 12. Vendor Agreement

I certify that the information provided in this application is accurate and I agree to comply with all rules and policies of the Green Bay Area Food Truck Coalition.

Business Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

All applications must be submitted by **March 31, 2026**. Applications received after this date will **not** be accepted.

Please drop off or mail your completed application, required documents, and payment to:

**GBAFTC**

c/o **The Dough Shoppe**

1166 Ashwaubenon St

Green Bay, WI 54304

# 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>S E L L E R</b>	<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 (608) 266-2776. 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](http://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](http://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/eserv/wteptran.html](http://revenue.wi.gov/eserv/wteptran.html) 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 8901  
Madison WI 53708-8901

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](http://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.