

Cook Forest



Sawmill Center for the Arts

Where Nature Meets the Arts

Dear Artisan:

A warm hello from The Cook Forest Sawmill Center for the Arts. We had a successful and exciting season in 2019 and we are looking forward to a great 2020 season. We had quality festivals, sell out theater productions, and 65+ unique, one of a kind artists showcasing their items in the Craft Market. Gaye and I would like to invite you to market your items this season May 1st -December 5th.

New this year, we are going to have a Christmas/Winter room. The room on the left side of the hallway, leaving the market, will be decorated for the Christmas and Winter theme all season. We would like a unique name for the room, any suggestions would be great. Please be sure to bring all themed items with you in April so we can get the room stocked full of fun and unique items.

You may bring your inventory to the Craft Market:

Monday April 20th – Saturday April 25th 10am – 3pm or by appointment

Please remember when pricing your items that we take a 35% consignment fee. Multiply your price by 1.54 to add on the 35%. Please round to either \$.50 or \$1.00

Please bring with you:

- Merchandise already priced with your vendor and item number.
- Completed inventory form with signature. Please include any personal display pieces that you bring with you to use.
- Completed W-9 form. (please complete sections 1,3,5,6, part 1, sign and date)

The Cook Forest Sawmill Center for the Arts is a 501 © 3 not-for profit Organization

COOK FOREST SAWMILL CENTER FOR THE ARTS, 170 THEATRE LANE, PO BOX 180, COOKSBURG, PA 16217

Phone: (814) 927-6655

Fax: (814) 927-5278

Web Site: www.sawmill.org

e-mail: sawmill@pennswoods.net

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-Part 1 **MUST** be filled out with your ss# or ein#. If we do not have this information on file, our accountant cannot issue a check.

-\$50.00 cash or check. (payable to Sawmill Art Center)

All new artisans must be juried before bringing items into the Craft Market to sell. If you have participated in any of our festivals or you were a vendor in our market years prior, you do not need to be juried again as your items have already been accepted. If you are currently a member of Pa Wilds or have your items in any Juried Market you will be accepted by The Sawmill. Please contact us for a vendor number.

New Artisans needing Juried:

-Please send photos of three to five pieces of your work to be reviewed by our Board of Directors. Photos may be emailed (info@sawmill.org), mailed (P.O. Box 180 Cooksburg, Pa. 16217), or dropped off at the Sawmill (please call 814-927-6655).

-Once you have been accepted, you will be issued a vendor number

COMMERCIALY PRODUCED ITEMS WILL NOT BE ACCEPTED!!

We recommend the following:

-All items for sale must be of high quality, demonstrating excellence and craftsmanship.

-Photos, paintings and prints framed, labeled and ready to hang. Wire or sawtooth hangers are acceptable.

-Cards, postcards, and prints put into protective sleeves.

-All photos, prints, paintings and other artwork be hand signed.

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- Wood pieces have type of wood listed.
- All pottery pieces indicate if they are food safe and oven/microwave oven/dishwasher safe.
- Quilts, rugs and clothing should indicate size and cleaning instructions.
- Toys be safe with fireproof materials, non-toxic paint, be a non choking hazard, etc.

We will open Friday, May 1st for business and once again this year, be open through December 5th for The Festival of Trees.

We are looking forward to seeing all of our Artisans again, seeing your work and having a successful year!

Sincerely,

Misty Stanley

Misty Stanley
Sawmill Center
Office Manager

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Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

