



2021 Luxembourg Fest Street Market August 14, 2021 – 10 a.m. to 4 p.m.

Belgium Community Park, Belgium, Wisconsin

You are invited to participate in the Street Market held during Luxembourg Fest from 10 a.m. to 4 p.m. on August 14, 2021 in Belgium, WI. This festival attracts over 3,000 people from throughout the United States and the country of Luxembourg.

- **Arts and crafts vendors are encouraged to apply.**
- Rummage items are not allowed.
- The park will open at 7 a.m. for set-up. You must be set up by 9:30 a.m. The market closes at 4 pm. Vendors are not allowed to take down their booths until the close of the market.
- The fee for a marked space measuring 10 feet wide by 10 feet deep is \$30 (\$15 for returning vendors).
- There will be an additional fee of \$15 for any applications postmarked after July 30th
- Most spaces are full sun. There is no placement guarantee.
- There will be no refunds and there is no rain date. There is one exception to this rule. If Luxembourg Fest would need to be cancelled due to the pandemic, all vendor fees would be refunded immediately.
- Motor homes and large trailers will not be allowed on grounds.
- Event organizers will review applications and notify all applicants of acceptance status. Any applicants not accepted will have their payments refunded.

Questions? Contact Serena Stuetzgen at ssuetzgen@lacs.lu.

Spaces will be assigned upon receipt of:

1. A completed registration form
2. A completed Wisconsin Department of Revenue Temporary Event Operator and Seller form (included)
3. Full payment with a check made payable to: LACS (*Luxembourg American Cultural Society*)

Please mail *all* these items to:

LACS - Attn: Serena Stuetzgen
P.O. Box 157 Belgium, WI 53004



2021 Arts and Crafts Fair VENDOR APPLICATION:

Name:

Address:

Phone:

Email:

Description of craft/art:

Include \$30 (\$15 for returning vendors) for each space.

I understand that I will be given ½ hour to unload my vehicle. I further understand that the Luxembourg Fest, the Luxembourg America Cultural Society, and the Village of Belgium are not responsible for lost, stolen or damaged items and there will be no refunds or rain dates.

Signature:

Date:

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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| 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>Luxembourg</u></p> <p>2. Date(s) of Temporary Event <u>August 14, 2021</u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u>Belgium Community Park, Belgium, Wisconsin USA</u></p> <p>PART B: Operator Information: To be completed by the operator of the temporary event</p> <p>1. Name and Address <u>Serena Stuetngen- Luxembourg American Cultural Society</u> <u>P.O. Box 157 Peter Thein Avenue, Belgium, Wisconsin 53004</u></p> <p>2. Daytime Telephone Number (<u>262</u>) <u>476-5086</u></p> <p>3. Email Address <u>sstuetngen@lacs.lu</u></p> <p>4. Wisconsin Tax Account Number <u>036</u> - <u>0002857655</u> - <u>02</u></p> <p>If blank, check appropriate box:</p> <p><input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input checked="" type="checkbox"/> Exempt Nonprofit Organization</p> <p><input type="checkbox"/> Other – Explain: _____</p> |
| 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> <p style="text-align: center; border: 1px solid black; padding: 2px;">THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</p> <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</u> - <u>X X</u> - _____</p> <p>8. Federal Identification Number (FEIN) <u>X X</u> - <u>X X X</u> _____</p> <p>9. Check one box indicating the type of activity you intend to engage in at this event:</p> <p><input type="checkbox"/> Selling Taxable Merchandise or Service <input type="checkbox"/> Display Only</p> <p><input type="checkbox"/> Selling Exempt Merchandise or Service <input type="checkbox"/> Exempt under Occasional Sales Rule</p> <p><input type="checkbox"/> Direct Sellers, Company Name _____ <input type="checkbox"/> Nonprofit Organization</p> |

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 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. 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/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. 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.