



2026 Luxembourg Fest Artist Vendor Application

Saturday, August 8, 2026

11 a.m. to 4 p.m.

Belgium Community Park

Belgium, Wisconsin

You are invited to participate as a vendor in this year's Luxembourg Fest from 11 a.m. to 4 p.m. on August 8, 2026 in Belgium, WI. This festival attracts over 1,000 people from throughout the United States and the country of Luxembourg.

We are creating a more authentic Luxembourgish experience, and we strongly encourage selling items with a Luxembourgish flair, where possible. We request that at least one item sold during the fair has a Luxembourgish connection – whether that be colors, the shape of Luxembourg, etc. We are happy to help provide suggestions!

Participant Fee: There is no fee to participate, we only ask that you donate an item or basket for our raffle. Item/basket can be donated prior to the festival at the LACS Center during regular hours of operation or the day of the festival upon checking in.

- Fest Grounds open to the public and the Parade begins at 11AM. Vendors can enter the grounds at 9AM and must be setup by 10:45AM.
- Vendors can park in the lot next to the grounds on Beech Street. Please note, Beech Street can only be accessed from Park Street (north entrance) on the day of the event.
- Vendors should check in at the Info/Gift Shop Tent when they arrive to be directed by a staff member or volunteer to their space.
- Vendors will be assigned a space measuring 10 feet wide by 10 feet deep for the day. Vendors will need to bring their own tent, tables, and chairs.
- Most spaces are full sun. There is no placement guarantee.
- Vehicles are not allowed on Fest Grounds after 11AM. Vendors can ask at the Info/Gift Shop Tent for help from an ATV volunteer, if necessary.
- There is no rain date. If Luxembourg Fest would need to be cancelled (i.e. bad weather) all vendors will be notified as soon as possible.
- Event organizers will review applications and notify all applicants of acceptance status.

Questions? Contact LACS staff Mileana Burmesch at mburmesch@lacs.lu or 262-476-5086.

Spaces will be reserved upon receipt of:

1. A completed registration form.
2. A completed Wisconsin Department of Revenue Temporary Event Operator and Seller form.

Please mail or email these completed forms to Mileana Burmesch at the LACS.

Email:

mburmesch@lacs.lu

Mail:

Luxembourg American Cultural Society

Attn: Mileana Burmesch

P.O. Box 157

Belgium, WI 53004



2026 Luxembourg Fest ARTIST VENDOR APPLICATION

Please provide your contact information along with a general description of the products/food/drinks you plan to sell. If needed, pictures can be sent to mburmesch@lacs.lu. There are limited electrical outlets for food/drink vendors - please indicate if you will need electrical or will have your own generator.

Business/Contact Name:

Address:

Phone:

Email:

Need Electrical:

Description of products sold:

I have read and understand the conditions and information in this document. I 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.

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 Fest </u></p> <p>2. Date(s) of Temporary Event <u> August 08, 2026 </u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u> Belgium Community Park, Belgium, WI 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> Mileana Burmesch - Luxembourg American Cultural Society </u> <u> P.O. Box 157, 100 Peter Thein Avenue, Belgium, WI 53004 </u></p> <p>2. Daytime Telephone Number (<u> 262 </u>) <u> 476-5086 </u></p> <p>3. E-mail Address <u> mburmesch@lacs.lu </u></p> <p>4. Wisconsin Tax Account Number <u> 0 3 6 - 0 0 0 2 8 5 7 6 8 5 - 0 2 </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>
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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: 2px; 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 ----- _ _ _ _</p> <p>8. Federal Identification Number (FEIN)----- _ _ _ _ _ _</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>
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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@dor.state.wi.us 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 nonprofit 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 e-mail the spreadsheet to tempevtprg@dor.state.wi.us.
- **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 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.