

## DENVER SALES TAX SPECIAL EVENT APPLICATION / REGISTRATION

City and County of Denver  
201 W. Colfax Avenue  
Denver, CO 80202  
(720)913-9446

Mailing Address:  
City and County of Denver  
P.O. Box 17660  
Denver, CO 80217-0660

**FOR OFFICE USE ONLY**

|                              |                             |                            |  |
|------------------------------|-----------------------------|----------------------------|--|
| <b><u>Account Number</u></b> | <b><u>Show End Date</u></b> | <b><u>Investigator</u></b> | <b><u>License Fee</u></b><br><b>\$5.00</b> |
|------------------------------|-----------------------------|----------------------------|--|

**PLEASE PROVIDE THE FOLLOWING**

|                         |       |     |
|-------------------------|-------|-----|
| Trade Name/ Vendor Name |       |     |
| Address                 |       |     |
| City                    | State | Zip |

1. NAME OF EVENT ATTENDING: \_\_\_\_\_
2. LOCATION OF EVENT: \_\_\_\_\_
3. DATE(S) OF EVENT: \_\_\_\_\_
4. HOME ADDRESS: (If different from mailing)  
\_\_\_\_\_  
\_\_\_\_\_
5. OWNER'S NAME: \_\_\_\_\_
6. TELEPHONE NUMBER-BUSINESS \_\_\_\_\_  
  
HOME \_\_\_\_\_
7. ESTIMATE OF TAXABLE SALES AT THIS EVENT: \_\_\_\_\_
8. DO YOU NOW OR HAVE YOU EVER HAD AN ACTIVE DENVER RETAIL SALES TAX ACCOUNT? \_\_\_\_\_  
Account Number: \_\_\_\_\_
9. NATURE OF BUSINESS: (Specify type of product sold or type of services rendered –be specific as to what you do. If no retail sales, please indicate.)  
\_\_\_\_\_

**GENERAL INFORMATION:**

A tax license assigns you the right and the obligation to collect taxes for the City of Denver. Taxes collected for the City of Denver are monies held in trust by you. It is your responsibility to adequately account for and remit these funds.

**A TAX RETURN** is required to be filed after the event. Due date is the 20<sup>th</sup> of the month following the event. If not remitted by the due date, there is a penalty of 15% of the tax amount, or \$25.00, whichever is greater, plus interest of 1% per month.

**A TAX LICENSE IS NOT** a license to do business.

**SALES TAX:**

**A SALES TAX LICENSE** is required if you are making retail sales. The license authorizes collection of sales tax along with any use tax owed. The license fee is \$5.00 per special event.

I hereby certify under perjury, that the statements made herein are to the best of my knowledge true, correct and complete.

Signature of Applicant \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_



## **Important Information for Special Event Organizers and Vendors**

1. **The Denver Merchandise Mart** located at 451 E 58th Ave #4270 Denver, CO 80216 (contrary to the name and mailing address) is **NOT** located within the municipal boundaries of the City & County of Denver.

**This location actually resides in Adams County. For tax information – please contact the Adams County Sales Tax Department at 303-654-6300.**

2. **Special Event Vendors will NOT receive an actual paper special event sales tax license. The Tax Compliance Section of the Denver Department of Revenue registers special event vendors on their tax system and assigns an account reporting number. A vendor's cancelled check, for the license fee, is their proof of payment and application.**