

Dear 2019 Art in the Park vendor,

Please use the forms I have attached for the 2019 single event sales tax registration. Also, read through the paperwork carefully so you can ask any questions regarding sales tax before the event starts.

The City of Steamboat Springs is a home rule city, which means we have our own rules separate from the State of Colorado that must be followed by anyone conducting sales within the city limits. Having a State of Colorado sales tax license does not cover you to conduct sales in the City of Steamboat Springs. In order to legally conduct sales within the city limits you must get a regular or single event sales tax license. **Non-profit organizations are NOT exempt from collecting and remitting 4.5% City sales tax on sales to the City of Steamboat Springs. Please contact me if you are a non-profit organization.**

The City of Steamboat Springs requires each vendor who does not have an active sales tax license to submit a deposit, and the required paperwork to the event coordinator. The event coordinator is Sylvie Piquet at the Steamboat Creates. The event coordinator will then submit everything to the City of Steamboat Springs for processing no later than **5:30pm on 6/28/19. The deposit will increase for any vendors applying after 5:30pm 6/28/19.** The deposit is to ensure each vendor collects and remits 4.5% City sales tax on sales within the city limits to the City of Steamboat Springs within 10 days of the event end date.

The deposit **DOES NOT** relieve single event vendors from collecting and/or remitting sales tax. If the return is not filed and paid in full by 10/31/19 the deposit is retained in full by the City and will not be refunded even when the tax is remitted at a later date. Vendors who do not comply with the single event policies will not be allowed to participate in any future events within the City. Single events have different due dates and policies. For any questions regarding the sales tax portion of your single event registration please contact me directly.

Vendors must file the sales tax return and remit the taxes collected on single events **10 days after the event end date** in order to avoid late filing penalty and interest fees. **The sales tax return DUE DATE IS 7/24/19.** Vendors are required to submit a DEPOSIT for each single event. Paying one single event deposit does not cover vendors for multiple events.

Please fill out the sales tax application attached and **return it to Steamboat Creates**, along with a copy of your driver's license, the signed Single Event Policy agreeing to the terms, and \$50.00 deposit made payable to the Steamboat Creates.

**DO NOT send the deposit or the paperwork to the City of Steamboat Springs.**

**SUBMIT TO STEAMBOAT CREATES**  
SALES TAX APPLICATION – COMPLETED & SIGNED  
COPY OF VALID DRIVER'S LICENSE  
SINGLE EVENT POLICY – SIGNED  
\$50.00 DEPOSIT – MADE PAYABLE TO STEAMBOAT CREATES

**Steamboat Creates**

PO Box 774284, Steamboat Springs, CO 80477-4284

970-879-9008 - [kim@steamboatcreates.org](mailto:kim@steamboatcreates.org)

Thank you,

Amy Camilletti  
acamilletti@steamboatsprings.net  
Sales & Use Tax Auditor  
City of Steamboat Springs



## Sales Tax Single Event Policies +5 Vendors

**THE EVENT COORDINATOR** must collect ALL sales tax registration paperwork & deposits from the vendors. This includes: completed application, signed single event policy, copy of driver's license, and the deposit. The event coordinator will then make **one check** payable to the City for the total amount of vendor deposits due, remit the collected registration paperwork, and a vendor spreadsheet **no later than two weeks prior to the event**.

Applications received **less than 2 weeks prior to the event** will pay additional **\$100.00 LATE DEPOSIT**.

Vendors who have participated in any past event and failed to submit a sales tax return or pay in full **will not be allowed to participate**. It is the responsibility of each Vendor to notify the City Sales Tax Clerk when not attending.

**Vendors are not allowed to deduct their deposit from the amount due on the sales tax return.**

Within 10 days of the event ending, it is **THE EVENT COORDINATORS** responsibility to update the spreadsheet of vendors who attended and did not attend and submit the final spreadsheet to the City Sales Tax Clerk. Refunds will not be processed until the final spreadsheet is received. The City will then process refunds to the event coordinator once a month after the vendor sales tax returns are due and completed.

All single/special event **sales tax returns & payments are due 10 days following the event end**. After that time, penalty and interest will apply. Vendors remit sales tax return and payment to the City Sales Tax Department. The return must be signed and filed even when no sales took place stating zero sales.

1-2 days prior to the event, the City Sales Tax Clerk will have vendor licenses available for **the event coordinator to pick up at City Hall** and distribute to the vendors as they arrive for the event. **City Hall is open Monday-Thursday**.

The event coordinator shall have one designated contact person available at the event with knowledge of all registered vendors.

**City Sales Tax Department staff will be in attendance at the event to ensure proper single event sales tax licenses have been obtained**. If a vendor is operating without the appropriate license they will be shut down and will no longer be able to do business at the event.

As long as the sales tax return is received and all monies due have been paid by 10/31/18, the City will refund the EVENT COORDINATOR who will then refund the vendor the full deposit paid.

Event Coordinators Name: STEAMBOAT CREATES

Event Date: 7/13-7/14

**By Signing below you agree to the above terms & conditions:**

**Vendor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# CITY OF STEAMBOAT SPRINGS

## SINGLE EVENT SALES TAX LICENSE APPLICATION

**PLEASE READ INSTRUCTIONS FIRST - PRINT CLEARLY OR TYPE INFORMATION**

OFFICE USE ONLY
LICENSE #
NAICS CODE
LOCATION
FREQUENCY
ENTERED BY
DATE
DEPOSIT PAID
PAYMENT METHOD

- LICENSE TO BE ISSUED TO \_\_\_\_\_  
(name of corporation, partnership, association, or individual)
- TRADE NAME: (DBA, if any) \_\_\_\_\_
- PHYSICAL LOCATION OF BUSINESS \_\_\_\_\_  
(street #, street name, unit #, city, state, zip)
- BUSINESS PHONE # ( ) \_\_\_\_\_ FAX # ( ) \_\_\_\_\_
- MAILING ADDRESS \_\_\_\_\_  
(Box #, street #, street name, unit #, city, state, zip)
- CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_  
PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_
- NAME & HOME ADDRESS OF BUSINESS OWNER – IF MULTIPLE ATTACH LIST  
NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

**(ATTACH COPY OF DRIVER'S LICENSE – REQUIRED)**

- TAXABLE PRODUCTS SOLD (general) \_\_\_\_\_
- FEDERAL ID (EIN) \_\_\_\_\_ (DO NOT ENTER SOCIAL SECURITY NUMBER, WRITE "SSN")
- STATE of Colorado Sales Tax LICENSE # \_\_\_\_\_

  X   Single Event

SINGLE EVENT NAME & DATE:   2019 ART IN THE PARK – 7/13-7/14 2019  

**INCLUDE SIGNED SINGLE EVENT POLICY, COPY OF A VALID DRIVER'S LICENSE, AND SINGLE EVENT SALES TAX DEPOSIT**

I declare under penalty of perjury that I examined this application, and the statements made herein are in good faith pursuant to the City of Steamboat Springs tax regulations and to the best of my knowledge are true, correct, and complete.

**X** \_\_\_\_\_

**SIGNATURE OF APPLICANT** (must be signed by an owner, partner, or officer)

TITLE

DATE

**INSTRUCTIONS - The City of Steamboat Springs is a home-rule city, which means that our rules are separate from the State of Colorado.**

**Non-profit organizations ARE NOT EXEMPT from collecting and remitting CITY sales tax on sales within the city limits to the City of Steamboat Springs. If the organization has a State of Colorado certificate of exemption to be exempt from paying sales tax on purchases, that does not make them exempt from collecting and remitting CITY sales tax on what is sold within the city limits of Steamboat Springs. Please contact the sales tax clerk if you are a non-profit organization.**

1. Enter the legal name of your business. Do not enter A TRADE NAME (DBA). This should be the legally recorded name of your corporation, partnership, association, etc.
2. Enter your personal name if the business is a sole proprietorship. Enter any trade name under which you do business if your DBA (DOING BUSINESS AS) is different from the legal name of your business.
3. Enter the **physical location** of your business.
4. Enter the area code & phone number of the business. Enter the area code & fax number of the business.
5. Enter the **post office box / mailing address** of the business where you receive mail.
6. Enter the name & title of the person whom we should contact if we have any questions regarding this application, the payment of taxes, or this account in general. **Enter the contact person's phone number & email address.**
7. Enter the owner of the business including home physical address, home telephone number, and home email address. **Please attach a list if multiple, and include a copy of the owners' valid driver's license.**
8. Enter the taxable products the business will be selling.
9. Enter the Federal Identification Number (Employer Identification Number). Do not enter a Social Security Number. If the Federal Identification Number is a Social Security Number, please write "SSN".
10. Enter the State of Colorado issued sales tax license number for this business.

**Single event participants must complete the single event application, sign the single event policy, and pay the single event DEPOSIT for each event.**

**FOR SINGLE EVENTS:**

**Sales tax application**

**Copy of driver's license**

**Signed Single Event Policy**

**Deposit**