



SPECIAL EVENT VENDOR FORM



Town of Florence, Town Clerk's Office
P O Box 2670 / 775 N. Main Street
Florence, Arizona 85132
Phone: 520-868-7574 or 520-868-7500
Fax: 520-868-7564
TDD: 520-868-7502
www.florenceaz.gov

Special Event Vendor Application Instructions:

Any vendor wishing to be part of the Special Event is required to obtain a Special Event Vendor Permit for the event. The permit fee is \$10.00 per event.

Certain types of businesses may be exempt from the required \$10.00 fee; which include:

- The practice, transaction or carrying on of any business, game or amusement, calling, profession or occupation which is solely engaged in delivery;
- By an agency or department of the United States Government for which the government has failed to make provisions allowing states and municipalities to so tax;
- Hospitals, whether or not operated for profit;
- Physicians, surgeons or nurses not engaged in private practice;
- Rental units of three or less, if in a Noncommercial Zoning District;
- Sellers of agricultural produce grown within the town by the seller;
- Religious, charitable or other nonprofit organizations, institutions or associations;
- Any hobby or crafts sales in which the seller is the creator or a non-paid representative of the creator and for which the gross sales of each hobbyist and craftsman shall not exceed \$3,000 in any 12 month period of time; and
- Employees of any business, game or amusement, calling, profession or occupation either possessing a business license or exempt from having to possess a business license.
- Businesses that have an active business license
- Any For-Profit vendor who is **only** distributing literature **and/or** distributing items **fee of charge**, and who is not vending, may also be exempt from the vendor permit fee.

Qualifying Vendors who are exempt will be required to complete a Special Event Exemption Application along with the application itself.

The Town will review each application on a case-by-case basis to determine exemption status.



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SPECIAL EVENT VENDOR APPLICATION

Name of Event:		
Date(s) of Event:		
Applicant Name:		
Vendor/Business/Organization Name:		
Physical Address		
Mailing Address:		
City, State, Zip:		
Phone Number:		
Do you have an existing business in Florence? <input type="checkbox"/> Yes: Business License #: _____ <input type="checkbox"/> No		
Business Type:	<input type="checkbox"/> Retail Sales <input type="checkbox"/> Sale of handcrafted arts and crafts <input type="checkbox"/> Food Sales: Pinal County Health Certificate # _____ <input type="checkbox"/> Beer/Wine/Liquor Sales: Liquor License # _____ <input type="checkbox"/> Other: _____	
Social Security #: (Sole owners only)	Employer Identification No. (EIN #, if applicable)	Transaction Privilege Tax No: (TPT #, if applicable or Exemption #)
Detailed description and nature of business:		
Applicant Signature:		
Date:		
TO BE COMPLETED BY TOWN CLERK'S OFFICE		
Approved by:	Permit No.	Date Issued:



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SPECIAL EVENT EXEMPTION APPLICATION

Applicant Name:	
Organization/Business/ Vendor Name:	
Physical Address City, State, Zip	
Mailing Address City, State, Zip:	
Phone Number:	
Description of Business:	
Total Employees:	
Basis for Exemption:	
Days and hours of operation:	
Tax Identification Number or Tax Exempt Number:	
Applicant: Signature:	Date:
INTEROFFICE USE ONLY	
Conforms to Exemption under Title XI Business Regulations	
Section _____ Subsection: _____	
Community Development Approval	Town Clerk Approval:
Signature: _____	Signature: _____
Date: _____	Date: _____