



SPECIAL EVENT VENDOR APPLICATION



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 participant wishing to be part of a Special Event is required to obtain a Special Event Vendor Permit for the event **prior** to the event. The fee is \$10.00 per event.

You may pay by debit/credit card by contacting the Finance Department at 520-868-7624.

The fee may be waived if you qualify for one of the exemptions listed below; and you may choose to apply for annual exemption if you have a valid business license.

Exceptions.

The only exceptions section shall be:

- (1) Non-profit educational institutions, fraternal and service clubs, bona fide religious organizations, and agencies of any federal, state or local governments.
- (2) Non-profit private clubs where a basic membership fee covers the cost of the use of facilities.
- (3) Fund-raising projects of non-profit and bona fide religious organizations, not conducted on a regular basis.
- (4) Rental Units of three or less, if in a Noncommercial Zoning District.
- (5) Sellers of agricultural produce grown within the Town limits by the seller.
- (6) Any hobby or craft sales in which the seller is the creator of a non-paid representative of the creator and for which the gross sales of each hobbyist and craftsperson shall not exceed \$3,000 in any 12-month period.

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

The Vendor Permit must be posted in a conspicuous place during each event.

You must provide a copy of the annual permit to each event organizer for each event.

You are still required to pay any fee(s) as required by the organizer to participate in their event.



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Type of Permit:		
<input type="checkbox"/> SINGLE EVENT PERMIT ONLY		
Name of Event: _____		Event Date: _____
Transaction Privilege Tax or Social Security Number: _____		
<input type="checkbox"/> ANNUAL PERMIT ONLY		
Complete one below:		Basis for Exemption:
<input type="checkbox"/> Tax Exemption #		<input type="checkbox"/> Sellers of agricultural produce grown in Town by seller
<input type="checkbox"/> Social Security #		<input type="checkbox"/> Handmade crafts with sales of less than \$3,000 in any 12-month period
<input type="checkbox"/> Business License #		<input type="checkbox"/> Non-Profit/Bona-fide religious organization
		<input type="checkbox"/> Have existing Business License
Applicant Name:		
Participant/Business/Organization Name:		
Physical Address:		
City, State, Zip:		
Mailing Address:		
City, State, Zip:		
Phone Number:		
Detailed description of what you will sell or services you will offer at the events:		
<p>BY APPLYING FOR THE ANNUAL EXEMPTION VENDOR PERMIT, I WILL:</p> <ul style="list-style-type: none"> - Provide copy of annual permit to each event organizer that I will attend. - Post annual permit in a conspicuous place throughout each event. - Notify the Town Clerk's Office of any changes within 15 days of change. - Ensure that my permit is valid for the calendar year in which I am attending events. <p>PERMIT IS VALID FOR CALENDAR YEAR ONLY (JANUARY 1 – DECEMBER 31).</p>		
Applicant Signature:		Date:
TO BE COMPLETED BY TOWN CLERK'S OFFICE		
Approved by:	Permit No.	Date Issued: