



SPECIAL SALES EVENTS

A Special Sales Event is an occasion in which three (3) or more vendors gather in one (1) location and sell items for a limited period of time, not to exceed seven (7) consecutive days. An example of a Special Sales Event is an art fair. Each Special Sales Event is required to have an Event Organizer and a Special Sales Event License.

The Event Organizer is the sole person responsible for applying for the Special Sales Event License and for remitting sales taxes collected during the event. All sales taxes collected at the event are remitted to the City through the Special Event Sales Tax Return and must be remitted within fifteen (15) days from the end of the event.

The Special Sales Event License costs \$10.00 and must be issued before the event. As the License can take ten (10) to fifteen (15) business days to be processed, the Organizer should allow time before the event to submit the application.

Responsibilities of Event Organizers:

- Shall apply and obtain special event license before the start of an event
- Shall contact each City department with regulations pertinent to the event (sales tax, liquor, planning, sheriff, etc) prior to the event to verify that all regulations, licenses, and approvals have been obtained
- Shall provide the City Sales Tax Division a vendor list no later than two (2) days prior to the first day of the event (list must contain each vendor owner's name, address and phone number)
- Shall collect the 2.5% sales tax from ALL vendors at the end of event
- Shall remit the sales tax from ALL vendors within fifteen (15) days of the end of the event in one lump sum payment using the special event sales tax return.

Responsibilities of Vendors

- Shall determine gross sales and calculate 2.5 % City sales tax collected and report this information to the Event Organizer
- Shall remit sales tax collected during the event to the Event Organizer at the end of the event

Special Note:

** The City will allow vendors, ***at special sales events only***, to include the sales tax in the price charged for the taxable items sold. If the special sales event vendors elect to include the sales tax in the price charged, a sign **must** be posted at their booth that clearly states, "PRICE INCLUDES SALES TAX".

**Individual Vendors are not required to have a Sales Tax License or Individual special event license with the City. If a vendor does possess a Centennial sales tax license, they may remit the sales tax collected from the special event through their license rather than to the event organizer.

ORDINANCE CITATIONS RELATED TO DISCUSSION

CMC 2008-0-29 sec 4-1-30) Special Event Sales;

CMC 2008-0-29 sec 4-1-510 Obligation to obtain special event license and remit taxes

THE ABOVE INFORMATION IS A SUMMARY IN LAYMEN'S TERMS OF THE RELEVANT CENTENNIAL TAX LAW FOR THIS TOPIC, INDUSTRY, OR BUSINESS SEGMENT. IT IS NOT INTENDED FOR LEGAL PURPOSES TO BE SUBSTITUTED FOR THE FULL TEXT OF THE CENTENNIAL SALES AND USE TAX ORDINANCE AND APPLICABLE RULES AND REGULATIONS. THIS GUIDE DOES NOT CONSTITUTE A CITY TAX POLICY.