



## Special Event Host Responsibilities

1. Complete and sign the required host application. Return the application & remit a \$250 deposit to the City of Craig prior to hosting the event. The deposit will be returned if all responsibilities are completed in the time allotted.
2. Provide a list of vendors to the City within ten business days following the event.
3. Help vendors complete the license application to return to the City:
  - Initial the bottom of each license as confirmation that the license was reviewed
  - The vendor will keep the pink copy & return the white copy to the host
4. Vendor licenses must be completed in entirety before a vendor can set up for the event
  - If the vendor chooses not to complete all fields on the application, they will not be permitted to participate in the event
5. Return all white copies to the City within ten business days of the event's completion
6. The organizer is responsible for informing vendors of tax rates & responsibilities.
  - Remittances are due on the 20<sup>th</sup> day of the month following the event
  - Taxes generated from special events must be remitted separately from regular business sales taxes
  - Tax rates for events inside Craig City limits are:
    - State of Colorado – 2.9 % (Remit to the State of Colorado)
    - Moffat County – 2.0% (Remit to the State of Colorado)
    - City of Craig – 4.0% (Remit to the City of Craig)
    - Total collected is 8.9%
7. Special booth types:
  - Information booths with zero sales are not required to fill out an application
  - Not for profits have special guidelines (found on the vendor responsibilities list) & must fill out an event application regardless of whether they are required to collect tax or not at any given event
  - Direct sales representatives are required to complete the sales tax application & the sales tax return, whether the company collects & remits sales taxes on behalf of their representatives or not.