



Special Event Vendor Responsibilities

1. Complete the license application & return the white copy to the event host
2. Display the pink copy of the sales tax license at your booth for the duration of the event
3. Complete the provided sales tax return & remit to the City by the 20th of the month following the event to avoid penalty. Return the pink license copy with the sales tax return to ensure proper credit.
 - Even if you regularly submit sales tax to the City, you must remit the taxes from each special event separately with the provided paper tax return
 - The late filing fee is a 10% penalty of the balance due with a \$15 minimum fee
 - The monthly interest rate is 1.5% of the balance due on late payments
4. Payments can be made by cash, check, money order, and credit or debit card at the City of Craig Finance office. Check and money order payments can be mailed in with the return and license.
5. If you choose not to comply, you will not be allowed to participate in the event & may be banned from participating in future events.

NONPROFIT VENDORS

1. To be exempt from collecting sales tax, the organization must meet all the following:
 - You must be a 501(c)(3) and have a Colorado exemption certificate
 - Sales must be conducted for a total of 12 days or fewer during a calendar year
 - Net proceeds from all events/sales is less than \$25,000 in that calendar year
2. If you have sales for 13 days or reach \$25,000 in net proceeds, you must obtain a sales tax license and remit sales tax on all sales that occurred in that calendar year, including sales that were exempt prior to the date when the threshold was exceeded.
3. If you are a nonprofit that must collect sales tax, please see the guidelines for special events above.

INFORMATION ONLY VENDORS

1. If your organization will only be providing information, please do not fill out a sales tax application or return

DIRECT SALES REPRESENTATIVES

1. Please verify that your company remits sales tax to the City of Craig on your behalf. If it does not, you will be required to collect & remit the sales tax on your own.
2. If your company does remit sales tax, you are still required to fill out a license application & submit a return that reflects your sales made at the event with a note that lists your company's information.
3. If you are required to submit sales tax on your own, please refer to the guidelines provided at the top of this page.