



City of Charlottesville
Office of
Commissioner of Revenue
605 E. Main St., Room A130
P.O. Box 2964
Charlottesville, VA 22902-2964
(434) 970-3170 (Business Tax Line)
(434) 970-3663 (Fax)

SHOW AND SALE LICENSE

For A Show or Sale Sponsored By A Non-Profit Organization

Please fill out the information below and attach a list of vendors on the form provided. A vendor must be included whether they are participating in the full event or only a portion. Please return the information to:

Commissioner of Revenue
P.O. Box 2964
Charlottesville, VA 22902-2964

Charlottesville City Code states:

"*Subclassification E: Show and sale.* Any organization certified as exempt from taxation pursuant to the United States Internal Revenue Code § 501(c)(3) may sponsor a show and sale in the city, after taking out a city business license. The annual tax on such license shall be **two hundred dollars (\$200.00)**. A license issued under this section shall be in lieu of an itinerant merchant's license which would be otherwise required of any seller who participates in such show and sale under the sponsorship of such organization." Section 14-17, (f)

Name of Organization: _____

Contact: _____ EIN: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Location of Event: _____

Start Date: _____ End Date: _____

Number of Vendors: _____ License Fee Enclosed: \$ _____

I, hereby, affirm that the information contained in this return is correct and complete to the best of my knowledge and ability.

Signature: _____ Date: _____

