

nwes northwest event show 2016

CITY & STATE LICENSING

PLEASE RETURN THIS FORM TO B&E BY Wednesday, September 14, 2016
EMAIL TO TERESA.RUSSELL@BANQUETEVENT.COM (not secure for credit card info)
If including credit card info, please FAX back your form or call us.
P: 206.937.3264 F: 206.937.1229

SEATTLE CITY LICENSE

Law requires that B&E must have your Seattle City License number on file prior to the show. Please write your 5- or 6-digit Seattle City License number (not to be confused with your 9-digit Washington State Business Identification Number – UBI). If you do not have a Seattle City License number, you may purchase a temporary number through B&E for \$10. The license will only be good for the day of the show. If this fee was already added to your contract, you do not need to pay the \$10 at this time because you have already been invoiced. If you have not paid for your license yet you must send a check or provide us with your credit card information below. If you have any questions, call the Revenue and Consumer Protection Department at (206) 684-8484.

EXHIBITOR/COMPANY NAME: _____

SEATTLE CITY LICENSE NUMBER: _____

- I ALREADY PAID FOR THE LICENSE ON MY B&E CONTRACT**
- PLEASE INVOICE ME \$10 FOR THE LICENSE FEE**
- I WOULD LIKE TO PAY BY CREDIT CARD FOR THE LICENSE. (PLEASE PROVIDE BELOW).**

WASHINGTON STATE UBI NUMBER

Vendors/Exhibitors are required to have a Washington State Business Number (UBI #) to sell items and/or cultivate sales at the event. If your business does not have a UBI#, you must obtain a temporary registration. Contact the Department of Revenue at 1- 800-647-7706 to get your free tax number and remittance form. You may also apply online at <https://fortress.wa.gov/dor/efile/secureforms/content/doingbusiness/registermybusiness/tempreg.aspx>. Retail sales tax is to be charged and remitted to the State of Washington on sales made at retail at the event. Those selling at wholesale must remit the appropriate Washington State B&O tax on sales delivered to consumers located in Washington. Vendors/Exhibitors with free temporary state tax numbers from past shows are responsible to call the Department of Revenue and open their Tax Number for the days of the event. After you call you will receive a form and envelope to remit the correct sales tax.

UBI NUMBER: _____

PAYMENT INFORMATION

CREDIT CARD TYPE (CHECK ONE): VISA MASTERCARD AMERICAN EXP DISCOVER

CREDIT CARD NUMBER: _____ EXP DATE: _____

AUTHORIZED SIGNATURE: _____

BILLING ZIP CODE: _____