

INSTRUCTIONS FOR COMPLETING PROMOTER APPLICATION AND EXHIBITOR LIST

Please complete the attached application. All fields except Nevada TID are required.

Prepared by:	The person completing the form.
Requested by:	If different from the person making the request.
Company Name:	The legal name of the entity promoting the event.
Address, City, State, Zip:	Complete mailing address of the promoter requesting the permit.
EIN:	The Federal Tax identification number of the promoter.
Organization Type:	Is this a Corporation, Sole Proprietorship, Partnership, LLC, or Nevada approved non-profit organization? Use the drop down list to select.
Nevada TID:	The Nevada Tax Identification Number for this entity. If you do not have one from prior shows, one will be assigned to you, or if you do not know the TID you may leave this field blank. It is not a required field.
Contact Person:	Name of person in charge that will be on the floor during the event.
Email:	The email address to which you want the one-time sales tax permit sent.

Event Info: (Green Section):

Name of Event:	The name of the trade show, event or flea market.
Event Location:	Name of the venue, e.g. casino name, convention center name, hall name.
Address, NV City Zip:	Physical NEVADA address of where the event is being held.
Date of Request	Usually the date the form is sent in.
Event Start Date:	Date this event will start.
Event End Date:	Date the event will close down.
Returns Due by:	This field is automatically calculated to ten business days after show.
Recurring Event?	Will this event be held in Nevada again? (Yes or No)

Exhibitor List (Yellow Section). Please use this spreadsheet or attach your own exhibitor list in a similar format with the requested information and seller declarations:

As of date:	The last date on which this exhibitor list was updated with participant information.
Business Name:	The legal name of the exhibitor.
Contact Name:	The name of a contact person for this exhibitor.
Street Address:	The home office address from which this entity conducts business.
City, State, Zip:	City, State and Zip code of home office.
Phone:	A good contact phone number for the exhibitor.
E-mail address:	E-mail address of the exhibitor, for contact purposes.
Is vendor registered in Nevada?	If the exhibitor/vendor already holds a Nevada Sales & Use Tax Permit, indicate the TID number they will be reporting and remitting sales tax under.
Selling? (Y or N):	You must declare whether the exhibitor is a vendor selling tangible products. A declaration of YES assumes responsibility to remit a one-time sales tax return and any accompanied sales tax payments upon completion of the show.