



CITY AND COUNTY OF DENVER

DEPARTMENT OF FINANCE

TREASURY DIVISION
TAX COLLECTIONS DEPT. 405
201 WEST COLFAX AVE.
DENVER, COLORADO 80202-5391
FAX: (720) 913-1520

November 28, 2018

SUBJECT: Special Events - Sales Tax Licensing

Dear Exhibitor:

Denver, as a "Home Rule City," collects and administers its own taxes. A Denver Sales Tax License is required, in addition to any other regular City or State license you may already have. If you do not have a current regular Denver Sales Tax License and will be making retail sales at the event, you are required to remit a \$5.00 special event license fee.

Registration and sales payments may be submitted by visiting our website at www.denvergov.org/ebiztax. In the Access and Registration drop down menu, select Register or File for Special Event.

Vendors that participate in an event that has multiple event dates are required to obtain a Special Event Sales Tax License for each month that they participate.

This is not a multiple event license and is only valid for the specific event and month in which it is paid. If you participate at multiple events throughout the year at various locations, each event requires a separate Special Event Sales Tax License.

If you have a current regular Denver Sales Tax License, no additional license fee is required. However, please be sure to indicate your license number on line 8 of the Application/Registration form. Report any sales made at the event on your regular sales tax return.

Denver's tax rate is **4.31%** for non-food items and 4.00% for food and beverages sold at retail. Additionally, the State of Colorado imposes 4.0% tax.

If you have any, questions please do not hesitate to contact me at (720) 913-9412.

Sincerely,

Christeen Chapman
Christeen Chapman
Tax Revenue Agent II