Application for Temporary License – Sales or Show
Tacoma Municipal Code Chapter 6B.230

Promoter Information

Promoter/Organizer Business Name: ______________________________________________________
Address: _____________________________________________________________________________
Contact Person: _______________________________________________________________________
Phone #: ___________________ Fax #: ___________________ E-mail address: ___________________

Show or Event Information

Name of Show or Event: ________________________________________________________________
Show or Event locations: ______________________________________________________________________________________
Opening date of Show/Event: __________________________ (Enter MM/DD/YYYY)
Ending date of Show/Event: ___________________________ (Enter MM/DD/YYYY)

Section A: Special Event, Multiple Vendor License, Per Day

Will this event have vendors (See copy of 6B.230 for definitions)? Yes ☐ No ☐ (If no skip to section B on back)

1. Total Number of Vendors: (Vendor list must be attached) ..............................................................
2. Number of Vendors with a City of Tacoma Business License ........................................................
3. Number of Other Exempt Vendors (See copy of 6B.230 for exemptions) ...........................................
4. Add lines 2 and 3, enter result.............................................................................................................
5. Subtract Line 4 from Line 1, enter result.............................................................................................
6. Enter the number of Days the Show/Event will run...........................................................................
7. Multiply Line 5 by Line 6, enter result.................................................................................................
8. Multiply Line 7 by $5.00 and enter total.............................................................................................

The Amount on Line (8) is the fee due for the Special Event Multiple Vendor License.

See Reverse Side
Section B: Transient Stock License

1. Will Event or Show bring in Transient Stock goods? (See attached copy of 6B.230 for definition)  Yes □  No □
   (If No skip to Section C)

2. Is the Event or Show duration 10 (ten) consecutive days or less?  Yes □  No □

If you marked “Yes” to both of these questions, a Transient Stock license is due
License fee is $200 per day.

Section C: Show License

If the event is held at a location that does not have an Entertainment and Dancing license pursuant to Chapters 6B.70 and 6B.80 of the Tacoma Municipal Code, the promoter is responsible for obtaining a show license. To find out if your venue holds an Entertainment license contact the venue directly or call the Tax & License office at 253-591-5252.

License Fee: Show per event $50
Show per year $260

Applicants Signature: ____________________________________________ Date________________

Make checks payable to “City of Tacoma”

Important Instructions to Remember

- In addition to this application the Promoter is required to complete the Application for Certificate of Registration and the Annual Business License. The Annual Business License fee is $90 annually.
- The Multiple Vendor license requires a minimum of 15 vendors. A vendor means any person who exhibits goods or services in a multiple-sales area at any multiple-sales location for the purpose of selling, bartering, trading, exchanging or advertising such goods or services. See the attached copy of the Tacoma Municipal Code Chapter 6B.230 for more details.
- A list of vendors must accompany the Multiple Vendor License Application. This list must include the vendor’s name, address, and business phone number, along with a general description of the goods and/or services offered by each vendor.
- The applications and payment for the licenses must be submitted three (3) days prior to the event.

If you have questions regarding Temporary Shows requirements please contact the Tax & License Division at 253-591-5252.

Additional information, including the full version of the Tacoma Municipal Code, is available online at www.cityoftacoma.org