



Attn: Trade Show Licensing  
700 5<sup>th</sup> Avenue, Floor 43  
P.O. Box 94785  
Seattle, Washington 98124-4214

FOR OFFICE USE ONLY			
SEATTLE BUSINESS LICENSE #			
OBG #		AMT	

## Application for Trade Show License

Promoter Information			
Seattle Business License Number: _____			
Promoter/Organizer Business Name: _____			
Address: _____	_____	_____	_____
Street	City	State	Zip
Contact Person: _____		Phone number: _____	
Email Address: _____			

Trade Show Information	
Trade Show Name: _____	
Trade Show Location: _____	
Trade Show Opening Date: _____	Trade Show Closing Date: _____
<small>Use mm/dd/yyyy format</small>	<small>Use mm/dd/yyyy format</small>
Admission Fee: _____ <small>(Is there an admission fee for your event? Enter the admission charge per person here.)</small>	

**See Reverse Side for Instructions on Listing Participants**

Fee Calculation	
1. Total Number of Participants	
2. Number of Participants with Seattle Business Licenses	
3. Number of Other Exempt Participants	
4. Add Line 2 and Line 3, enter result	
5. Subtract Line 4 from Line 1, enter result	
6. Number of Days the Trade Show will run	
7. Multiply Line 5 by Line 6, enter result	
8. Multiply Line 7 by \$10.00 and enter total	<b>Total fee due</b>

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Make checks payable to the "City of Seattle."

## **Information required for participants list**

Please fill out the provided excel template in its entirety. Instructions and the template can be found at the following link. [ADDENDUMS - Special Events Office | seattle.gov](#) (addendum H). Email the completed template to [tradeshow@seattle.gov](mailto:tradeshow@seattle.gov)

Business Name

Contact Name

Business Address

Business Telephone Number

Current Seattle Business License #

State if participant will sell used goods.

State nature of exemption if participant qualifies.

## **Important Instructions to Remember**

- The promoter/organizer of the trade show is responsible for obtaining this License.
- A list of participants must accompany your Trade Show License Application.
- To qualify for the Trade Show License, your trade show may not last more than 14 days or occur more than 4 times a year and a minimum of twenty-five (25) participants is required.
- A participant is anyone engaged in selling, promoting, bartering, exchanging goods or services, providing information about goods or services that may become available or distributing samples.
- This application, with correct payment, must be received at least one business day before the trade show opens. Include a 10% late fee if remitting late.
- This application may be amended up to ten (10) days following the end of the trade show.
- Amendments may include adjusting the list of participants to reflect the actual individuals or businesses that attended the show.

### **SMC 6.20.070 Civil infraction.**

A. The violation of or failure to comply with any of the provisions of this chapter shall be a civil infraction as contemplated by RCW Chapter 7.80, and as a Class 1 civil infraction under RCW Chapter 7.80.120(a) shall subject the violator to a maximum penalty and a default amount of Two Hundred Fifty Dollars (\$250.00) plus any statutory assessments. If the person is unable to pay the monetary penalty, the court may order performance of a number of hours of community service in lieu of a monetary penalty.

B. Each day of the trade show shall be a separate offense.

C. The failure to respond to a notice of violation is a separate civil infraction as contemplated by RCW Chapter 7.80, particularly RCW 7.80.080, and as a Class 3 civil infraction under RCW 7.80.120(d) shall subject the violator to a maximum penalty and a default amount of Fifty Dollars (\$50.00).

D. The imposition of a penalty for a civil infraction shall not relieve the promoter or organizer of the trade show of his or her liability for the license fee, but the fee shall be due and payable, with applicable interest, in addition thereto.

(Ord. 117002 Section 2(part), 1993.)

Trade show inspectors can be reached by emailing [Tradeshow@Seattle.gov](mailto:Tradeshow@Seattle.gov) for inquiries. Please mail this completed application with payment to the following address:

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PO Box 94785  
Seattle, WA 98124-7085**