



## **Information required for participants list**

An Excel file containing the following participant information may be emailed to the Trade Show Inspector: Cherie MacLeod - [cherie.macleod@seattle.gov](mailto:cherie.macleod@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 and a minimum of twenty-five (25) participants are 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.)

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License Enforcement Inspector Cherie MacLeod can be reached at (206) 684-8402 or [cherie.macleod@seattle.gov](mailto:cherie.macleod@seattle.gov) and Inspector Romi Villalon at (206) 684-8410 or [romi.villalon@seattle.gov](mailto:romi.villalon@seattle.gov). Please mail this completed application to the following address:

Attn: C Macleod  
Regulatory Services & Operations  
PO Box 34214  
Seattle, WA 98124