



Seattle
Finance &
Administrative Services

Attn: Trade Show Licensing
700 5th 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: _____
Use mm/dd/yyyy format Use mm/dd/yyyy format

Admission Fee: _____ (Is there an admission fee for your event? Enter the admission charge per person here.)

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	Total fee due

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

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 for inquiries. Please mail this completed application with payment to the following address:

**Attn: Trade Show Licensing
PO Box 94785
Seattle, WA 98124-7085**