

City of Highland Park: Special Event VENDOR APPLICATION



Please complete this form and submit to the Event Coordinator for the Event you are participating in.

1. Vendor name or names: _____

2. Vendor business name: _____

3. Vendor mailing address: _____

4. Nature and kind of business conducted:

If selling food products, attach Lake County Health Permit. Temporary permits must be dated for this specific event.

5. Illinois Sales Tax Number: _____

*If you do not have an Illinois Sales Tax Number, attach evidence of compliance with Illinois Retailers Occupation Tax. *Please note you will **not** be issued a vendor's permit without this information.*

6. Special Event you wish to participate in: _____

7. Please list the vehicles and issuing State and License Plate number for each to be used in conjunction with this vendor permit:

Event Coordinators are responsible for collecting applicant information and payment from all vendors. The Event Coordinator must submit a single payment and document (a spreadsheet may be sent electronically) to the City Clerk's Office no later than five business days before the date of the event.

Important information for Vendors Selling Merchandise in the State of Illinois and City of Highland Park from the Illinois Department of Revenue

Do you sell merchandise at fairs, festivals, flea markets, or craft shows?

If so, you are a retailer and you must collect and pay Illinois sales taxes. Whether this is a full-time business or a hobby, you are subject to the Illinois Retailers' Occupation Tax.

Must I register with the Department of Revenue if I sell items only at these special events?

Yes. All Illinois business taxpayers, whether they are Illinois residents or not, must register with the IDOR for each tax type that they will collect or for any tax they are required to pay. Failing to do so is a criminal offense. You may register in advance by contacting the Illinois Department of Revenue (IDOR) at 217-785-3707. If you routinely travel to special events throughout the year, or if you travel to one or more events on an annual basis, you must register with IDOR as a "changing location" filer.

To obtain the correct tax rate or for forms on how to file, please contact the IDOR.

In Illinois, out-of-state vendors may participate in Illinois events provided they remit Illinois sales tax to the IDOR by completing Form IDOR-6-SETR, Special Event Tax Collection Report and Payment Coupon. This also applies to Illinois vendors who are not required to be registered with IDOR.

If the event's manager does not provide FORM IDOR-6-SETR, contact the Illinois Special Events Coordinator via email at Rev.SpecialEvents@Illinois.gov or by calling weekdays during normal business hours at (847) 294-4475.

Why are taxes collected at these events?

Special events are a unique kind of business in which persons from other communities or states can sell items to the public. Collecting tax at an event ensures that the tax is paid at the correct rate and that any local tax is returned to the correct unit of local government. The amount of tax due is based on the location of the event.

If I am not contacted at an event, what is my responsibility?

If you are not contacted at an event, it is still your responsibility to collect tax at the proper rate, pay the tax collected to the IDOR, and report the tax for the correct location. To obtain the correct tax rate or for forms and information on how to file, please contact the Special Events Coordinator at Rev.SpecialEvents@Illinois.gov or call (847) 294-4475.