



# CITY AND COUNTY OF DENVER

DEPARTMENT OF FINANCE

TREASURY DIVISION  
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DENVER, COLORADO 80202-5391  
FAX: (720) 913-1520

November 28, 2018

SUBJECT: Special Events - Sales Tax Licensing

Dear Exhibitor:

Denver, as a "Home Rule City," collects and administers its own taxes. A Denver Sales Tax License is required, in addition to any other regular City or State license you may already have. If you do not have a current regular Denver Sales Tax License and will be making retail sales at the event, you are required to remit a \$5.00 special event license fee.

**Registration and sales payments may be submitted by visiting our website at [www.denvergov.org/ebiztax](http://www.denvergov.org/ebiztax). In the Access and Registration drop down menu, select Register or File for Special Event.**

Vendors that participate in an event that has multiple event dates are required to obtain a Special Event Sales Tax License for each month that they participate.

**This is not a multiple event license and is only valid for the specific event and month in which it is paid.** If you participate at multiple events throughout the year at various locations, each event requires a separate Special Event Sales Tax License.

If you have a current regular Denver Sales Tax License, no additional license fee is required. However, please be sure to indicate your license number on line 8 of the Application/Registration form. Report any sales made at the event on your regular sales tax return.

Denver's tax rate is **4.31%** for non-food items and 4.00% for food and beverages sold at retail. Additionally, the State of Colorado imposes 4.0% tax.

If you have any questions please do not hesitate to contact me at (720) 913-9412.

Sincerely,

A handwritten signature in cursive script that reads "Christeen Chapman".

Christeen Chapman  
Tax Revenue Agent II