

**Transient Merchant
Licensing Information
City of Gunnison, Colorado**

Dear Merchant,

Welcome to the City of Gunnison.

Thank you for your interest in selling in our community. In 1998, due to concerns expressed by local business owners, the City Council passed Ordinance 11, Series 1998, an ordinance creating a Transient Merchant License for vendors wishing to sell in our community. A transient merchant is any business that does not have an established, year-round, business in the Gunnison Valley.

Enclosed please find the requirements for obtaining a Transient Merchant License in the City of Gunnison. You will find a copy of the Transient Merchant License application, a copy of Ordinance No. 11, Series 1998 that created the licensing procedure and a copy of the current Sales Tax Application.

If you have any further questions about the Transient Merchant Licensing procedure, please call the City Clerk's office at 970.641.8080. We will be happy to assist you through this process. Good luck with your sale.

City Clerk

Requirements...

To legally sell within the City of Gunnison, a transient merchant must do the following:

- Obtain and fill out a Transient Merchant License Application (Section 8-3-2);
- Submit a non-refundable \$50.00 application fee, payable to the City of Gunnison;
- Obtain a local business sponsor and have the local business sponsor complete the Transient Merchant Sponsor Agreement (Section 8-3-6);
- Receive permission from the City's Community Development Department to sell in a properly zoned section of the City;
- Obtain or have a current City of Gunnison Sales Tax License (Section 8-3-3(A)) This may be obtained through the City's Finance Department (970-641-8070); and
- Post a \$1,000 cash or \$1,000 surety bond with the City. A surety bond shall be issued by a company licensed to conduct business in the State of Colorado and shall remain in effect for 9 months after the expiration date of the transient merchant license (Section 8-3-3(B)). A cash bond will be refunded after 9 months.

If all of these conditions are met, the Transient Merchant License will be issued by the City Clerk's office and shall be in effect for 90 days. Each sale is an individual sales event, and a separate application shall be made for each sale. Hence, if you hold a sale in April and another in August, two applications need to be made. The License shall be displayed in a conspicuous place at the place of sale and produce it upon request of any customer, police office, or other agent or employee of the City. Please note: if your sale is being sponsored by a local non-profit organization, civic organization or church, a Transient Merchants License application needs to be completed and submitted to the City Clerk's Office, however, your sale is then exempt from bonding provisions of the licensing procedures. You are still are required to obtain a current City sales tax license.

Again, if you have any questions, do not hesitate to contact the City Clerk's office at 970.641.8080.

CITY OF GUNNISON TRANSIENT MERCHANT LICENSE APPLICATION/LICENSE

Vendor Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Date(s) of Sale: _____

Location of Sale: _____

Type of business, goods and/or services: _____

LIST THE NAME AND ADDRESS OF EACH EMPLOYEE OR AGENT WHO WILL ENGAGE IN THE BUSINESS, GOODS AND/OR SERVICES DURING SALE EVENT:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Colorado State Sales Tax License Number: _____

City of Gunnison Sales Tax License Number: _____

Vehicle License Number: _____ Driver's License Number: _____

Application Fee (\$50.00): _____ Cash Bond (\$1,000): _____

Bond (\$1,000): _____ Expiration Date: _____

Written evidence of authorization to use location for sale: _____

Transient Merchant Sponsor (local):

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Approved:

City Clerk _____ Date _____

Vendor Signature _____ Date _____

License Expiration Date: _____

CITY OF GUNNISON TRANSIENT MERCHANT SPONSOR AGREEMENT

Pursuant to Chapter 8, Article 3, of the City of Gunnison Municipal Code, Gunnison, Colorado, the undersigned presently established and doing business as a local business, agrees to sponsor the following transient merchant and his agents and/or employees.

NAME: _____

ADDRESS: _____

Dates(s) of sale: _____

Location of sale: _____

_____ I am a local government, a Gunnison County non-profit organization, civic organization, or church and I agree to the sponsorship conditions listed below.

_____ I am a local, established business in the Gunnison Valley and I agree to the sponsorship conditions listed below.

Sponsorship Conditions

- **I agree to take responsibility for the business-related acts of the transient merchant listed above, and each agent or employee thereof.**
- **I agree to guarantee payment of all City, County, and State taxes due or judgement rendered against the transient merchant as a result of the business.**
- **I agree to act as the transient merchant's agent for service of process and handling of warranty and customer complaints.**
- **I agree to be liable for any zoning violations committed by above listed transient merchant.**

Name of Sponsor: _____

Signature of Sponsor: _____

Printed Name: _____

Date: _____