



SPECIAL EVENT HOST RESPONSIBILITIES

1. Verify vendors have special event license through the State of Colorado and sales tax registration with the City of Craig.
2. Vendors must provide sales tax registration prior to the event.
3. Provide a list of vendors to the city by noon the last business day before the event, and any additions within two business days after.
4. The organizer is responsible for informing vendors of tax rates & responsibilities.
 - Taxes generated from special events must be remitted separately from sales tax generated during regular business activity – remittances are due on the 20th day of the month following the event.
 - Tax rates for events inside Craig City limits are:

• State of Colorado	2.9 %	(Remit to the State of Colorado)
• Moffat County	2.0 %	(Remit to the State of Colorado)
• City of Craig	<u>4.0 %</u>	(Remit to the City of Craig)
• Total to collect	8.9%	
5. Special booth types:
 - Information booths with zero sales are not required to register for a sales tax account.
 - Not-for-profit organizations must register online at craig.munirevs.com regardless of whether they are required to collect tax or not at any given event. Questions can be directed to the City of Craig finance department prior to the event.
 - Direct sales representatives are required to register online at craig.munirevs.com, whether the company collects & remits sales taxes on behalf of their representatives or not.