

# Temporary Charitable and Nonprofit Retail Events

## For Event Organizers:

Charities and other nonprofits that wish to organize bazaars, craft shows, or other temporary retail events to support their mission, must notify the Licensing Division of the City's Finance Department to receive an exemption from the ***Itinerant Merchants License*** fee.

### **Who is eligible for a fee exemption?**

Religious, charitable, and educational institutions, which are supported by either public funds or religious organizations, are eligible for this exemption.

### **How to apply...**

1. Charity/nonprofit event organizers must submit a written request for an exemption from the ***Itinerant Merchants License*** fee. The request should be submitted on the organization's letter head to the Licensing Division at least 30 days prior to the event. The Licensing Division is located at the large customer window on the second floor of City Hall. An exemption letter will be issued to the applicant after processing.
2. Receive exemption and approval to hold event.

## For Retail Vendors:

Individual vendors at charity/nonprofit bazaars, craft shows, and other retail events are exempt and do not have to obtain a business license if they participate in only charity/nonprofit events. They are however, responsible to obtain health department permits, liquor licenses, and pay any inspection fees if engaged in those activities.

### **Who is eligible for an exemption?**

Individual vendors at these retail events are exempt from business license requirements for no more than two charity/nonprofit events per year.

### **How to apply...**

1. Individual vendors are exempt from the ***Itinerant Merchants License*** requirements for the first two nonprofit events they participate in per year and do not need to apply for an exemption.
2. Vendors exceeding two events per year must apply for an ***Itinerant Merchants License*** or some other business license depending on their business situation. Contact the Licensing Division, located at the large customer window on the second floor of City Hall or call 816-325-7079 for more information. You can apply for any type of business license online at <https://www.ci.independence.mo.us/BusLicense/Licenses>.
3. Vendors selling food must apply for permit from the Health Department. For more information or to apply for a health permit go to <http://www.ci.independence.mo.us/Health/Food>.
4. Vendors selling alcohol must apply for a liquor license, unless the Licensing Division has issued one permit for the entire event. For more information or to apply go to [https://www.ci.independence.mo.us/BusLicense/Menu\\_Main](https://www.ci.independence.mo.us/BusLicense/Menu_Main).
5. Receive appropriate licenses (if necessary) to hold event.

**Important Note:** You may hear the terms ***Transient Merchants License***, ***Itinerant Merchants License***, and ***Itinerant Vendor License*** but know that they all refer to the same license requirements. In this document we refer to it as an ***Itinerant Merchants License***.