

Town of Jackson Exposition License Application



150 E Pearl Ave
PO Box 1687
Jackson, WY 83001
P: (307)733-3932
F: (307)739-0919
www.jacksonwy.gov

This application is required for any person seeking a license to engage in the business of conducting an exposition or sale of any merchandise or product at an outdoor exposition or sale, or an indoor exposition or bazaar, where two or more persons are gathered together for the exposition or sale. This application must be submitted at least 10 days before the exposition, and must be fully completed by the applicant to be processed. An exposition license is not required for businesses that hold a general business license.

License Fees : The license fee must be submitted with the application. This fee is non-refundable. Submission of the fee does not constitute approval of an application. If the application is denied, a refund of the fee will be issued minus a \$50.00 application fee.

Change of Location : If a change of location is sought for the exposition, a new application is required for the approval of the location. An application based on a change of location does not require resubmission of the license fee, but does require a \$50.00 application fee

License Fees:

For Profit Expositions
\$139.00 per day for event with < 5 vendors
\$278.00 per day for event with > 5 vendors

Not for Profit Expositions
\$70 per day for event with < 5 vendors
\$139.00 per day for event with > 5 vendors

APPLICANT INFORMATION

vendors

Business/Organization Name: _____

Doing Business As (DBA): _____

Is the Business/Organization a nonprofit? Yes No

If YES, submit with the application proof of nonprofit status.

Physical Address of Business/Organization: _____

Mailing Address of Business/Organization: _____

Phone Number of Business/Organization: _____

Contact Name for Business/Organization: _____

Contact Email Address of Business/Organization: _____

Contact Phone Number of Business/Organization: _____

EXPOSITION INFORMATION

Name of Exposition: _____

Nature of Exposition: _____

Date(s) and Time(s) of the Exposition: _____

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How many vendors are expected to participate in the Exposition? _____

Submit a list of all known vendors at the time of application.

Please provide a map or diagram showing placement of vendors on property.

Will any vendor be cooking food using a heat source during the Exposition? Yes No

If YES, submit a list of each vendor using heat sources.

Will any vendor be using a tent larger than 400 square feet? Yes No

If YES, submit a list of each vendor using a tent larger than 400 square feet.

Physical Location of the Exposition (address): _____

Is the location of the Exposition rented or leased? Yes No

If YES, submit with the application a Notarized Letter of Authorization from the owner of the property.

If location is rented or leased, name of the property owner: _____

Property Owner's Mailing Address: _____

Property Owner's Phone Number: _____

Have you obtained all necessary permits, inspections, and/or fees required by the Town of Jackson? Yes No

If **NO**, please explain: _____

Will a sign and/or banner be posted? Yes No

If **YES**, where will the sign and/or banner be posted? _____

I (print your full legal name), _____, do hereby swear and affirm, under penalty of perjury, the information I have provided on this application is true and correct to the best of my knowledge and I understand the information provided herein may be investigated for accuracy.

Signature of Applicant _____ Date _____

Submit completed form in person at Town Hall, 150 E Pearl Avenue, or by mail to TOJ Attn: Finance Dept, PO Box 1687, Jackson, WY 83001.

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Approving Department	Initials	Date Approved	Comments
Finance Department			
Building Department			
Fire Department			
Planning Department			
License Fee \$		Date Paid:	Date Received: