

**REVISED
TRANSIENT VENDOR LICENSE APPLICATION**

Name of Applicant: _____

Street Address of Applicant: _____

Telephone Number of Applicant: _____ Owner of Business: _____

If not, state name, street address, and telephone number of true owner of business and permanent place of business and/or resident agent in the State of Indiana.

Location, dates, and time of proposed Sales: _____

Names and addresses of all employees or sales agents:

Name: _____ Name: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Name: _____ Name: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Name: _____ Name: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Method of proposed sales: _____

Applicant must attach a list of inventory of goods, wares, or merchandise to be sold. The inventory must show the quantity, kind or grade of each item, the retail price of each item, and if a catalogue or sales brochure is used a copy of such catalogue or brochure must be submitted with this application.

If applicant is or represents a foreign corporation applicant must submit a certified copy from the Indiana Secretary of State showing admission to conduct business within the State of Indiana.

Applicant must also submit with this application written consent of owner or lessee of the real property on which such sale or business is proposed to be conducted.

Applicant shall at the time of application submit a surety bond in the amount of Five Thousand Dollars (\$5,000.00) or ten percent (10%) of anticipated sales, whichever is greater, payable to the City of Richmond as required by ordinance.

There is an application fee of One Hundred Dollars (\$100.00). License shall be valid for a maximum of forty-five (45) days. Application must be filed at least twenty (20) days prior to the holding of any sale or solicitation. No late filings will be accepted.

Violation of Ordinance 130-1985 is punishable by a fine of One Thousand Dollars (\$1,000.00) for each offense.

I certify that I have read Ordinance No. 130-1985 and understand and agree to be bound by its terms and provisions. I further agree to be bound by any other applicable laws, ordinances, rules and regulations and understand that this license may be revoked upon the violation of any applicable laws, rules, ordinances, and regulations.

Date of Application: _____

Signature of Applicant

Date License Fee Paid: _____

Approved By: _____
Walter S. Chidester, City Attorney

Date of Approval: _____

License granted: _____

License expires: _____

THIS LICENSE MUST BE PUBLICLY DISPLAYED AT EACH SALE OR SOLICITATION SITE.