



LICENSES

Dealer Trade Show License for 2009

All Exhibitors are required to have business licenses issued by both the City of Tucson and the State of Arizona. The City of Tucson issues a temporary business license to all exhibitors and is valid for February only. This \$28 license fee must be applied for and paid for each year. A licensing form for the City of Tucson has been attached below.

Please forward your payment and application directly to the City of Tucson.

[\(Click here to download City of Tucson Form\)](#)

State of Arizona - Department of Revenue - Special Events License (Transaction Privilege Tax Application)

If you have NOT exhibited in Tucson before, you are required to complete and mail the enclosed form, along with the \$12.00 fee to the Department of Revenue. http://www.revenue.state.az.us/ADOR_Forms/70-79/74-4022_fillable.pdf

If you are a returning Exhibitor you should be able to reinstate your business license with the Department of Revenue by merely submitting a copy of your AZ license to the Arizona Department of Revenue along with a note to reinstate it. If you reinstate your license within a one-year period, you are not required to pay the \$12.00 fee. Arizona business licenses are valid indefinitely as you advise them.

If you only exhibit in Arizona once a year, when you complete and return your Arizona Tax Form after the Show is over, write across the front of the form "**Suspend License until 2010.**" Otherwise you will continue to receive tax forms every month thereafter and will be required to complete and return them, even though you are not doing business in Arizona.

Also please remember MHBS is a Wholesale & Retail Show, and while we request copies of business licenses or wholesale tax certificates from Wholesale attendees, it is ultimately the responsibility of the exhibitor to obtain the appropriate information from the buyer and retain that information for their records should they be audited.

State of Arizona - Department of Weights and Measures - Scales License

If you use any type of scale during the Manning House Bead Show, all scales must be approved & licensed by the State of Arizona. To obtain the license form and a partial list of Arizona approved scales go to:

<http://www.azdwm.gov/Default.aspx?tabid=265>

All scales must be approved & licensed or they can be CONFISCATED!!

If you have any questions about your scales you may contact the Arizona Department of Weights and Measures directly at **800-277-6675 Ext. 9937** or **602-255-5211** or you can email Dennis Ehrhart at dehrhart@azdwm.gov. Please be patient if you do not hear back from them right away. There are only a small number of inspectors for the entire State of Arizona.