

**CITY OF RIGGINS ORDINANCE #201  
REQUIRES LICENSING OF ALL VENDORS OPERATING WITHIN THE CITY  
A COPY OF THE VENDOR LICENSING REGULATION IS INCLUDED FOR YOUR INFORMATION**

**ENCLOSED IS YOUR VENDOR LICENSE APPLICATION PACKET**

**APPLICATION DEADLINE – Applications must be received at  
Riggins City Hall at least seven (7) calendar days prior to event.**

Applications received after deadline will be denied.

**1) VENDOR LICENSE APPLICATION:**

Please complete and return with the appropriate fees to the City of Riggins:

- a. \$50 for Temporary Vendors License
- b. \$75 for Permanent Local Vendor License
- c. \$10 for Junior Local Vendor

**2) IDAHO SALES TAX DECLARATION (ST-124):** *Instructions can be found on the back of the form.*

- a. Complete Sections B and C of the form.
- b. Return the white PROMOTER copy to the City of Riggins **prior** to the start of the event.
- c. Within 15 days of the end of the event, submit the TAX COMMISSION COPY with Sections D and F completed, along with your payment, to the Idaho State Tax Commission.
- d. Please note: You **MUST** send in the TAX COMMISSION COPY even if you made no sales or collected no sales tax.

**3) MUNICIPAL TAX PERMIT APPLICATION**

Vendors offering prepared food or meals are required to collect a 2% Municipal Tax. Vendors selling merchandise are required to collect a 1% Municipal Tax on all taxable retail sales. [See City of Riggins Ordinance #220 (copy enclosed)].

- a. If you are planning to sell these items, please complete the enclosed permit application and return to the City of Riggins.
- b. The application must be accompanied by a \$100.00 deposit, paid in cash or cashier check.
- c. The \$100.00 deposit will be held and applied to the sales tax due on the Municipal Tax Return filed at the conclusion of the event (or reporting period, if a Permanent Vendor).
- d. All deposit funds in excess of the tax due will be refunded within 45 days of the event.

**FOOD VENDORS:**

**HEALTH PERMIT APPLICATION**

- a) Health Permits are required for all food vendors.
- b) If you have a current permit, please enter that information on both the Vendor Application and the Municipal Tax Permit Application.
- c) If not, we have enclosed an application to obtain a permit from North Central District Health Department.

**SPACE RENTAL INFORMATION & OPTIONS:**

**ELECTRICITY & WATER** are **NOT AVAILABLE** at **ANY** locations. Please plan accordingly.

**HIGHWAY RIGHT-OF-WAY, SIDEWALKS, CITY STREETS, PARKS OR PUBLIC PARKING AREAS**

Vendor operations are **NOT ALLOWED** at any of these areas (Section 9, Ordinance #201).

**POST OFFICE LOT**

Vendors planning to operate in Riggins at the Post Office Lot must sign the **RELEASE OF LIABILITY AGREEMENT** and return with the \$25 Space Rental fee. Space is limited and are rented on a first come, first serve basis.

**RODEO GROUNDS**

Vendors planning to operate at the Rodeo Grounds should contact Susan Hollenbeak at (208) 469-9196 (leave a message) to arrange for space rental.

**PRIVATE PROPERTY**

Vendors conducting business on private property must provide the City with a **SIGNED LETTER** from the property owner, or their agent, granting permission for a particular event.