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CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

Special Event Temporary Vendor Registration

Per Ordinance 2016-25 a temporary vendor may obtain a special event vendor license, when participating as a vendor in an event which has been approved as a “special event” by the City Council of the City of Martinsburg, which shall be valid for 72 hours, in lieu of a regular City business license and B&O tax. Vendors are eligible for no more than three such licenses in any calendar year and the fee for this license is \$10.00 per vendor.

Event Organizers: Please complete the following information for special event temporary vendors and collect and remit the \$10 fee per vendor. Use as many forms as necessary.

Event Name _____ Date _____

Vendor Name and Address	Fee
Total Fee Due	\$