

The Most Worshipful Prince Hall Grand Lodge,
F. & A.M. of Missouri and Jurisdiction

**2017 VENDOR
SPACE CONTRACT**

2017 MWPHGL ANNUAL SESSION
July 8 – 14, 2017
Marriott St. Louis Airport Hotel, 10700 Pear Tree
Ln., St. Louis, Mo. 63134
Toll Free 1.877-264-8771

DEADLINE JUNE 25, 2017

Effective January 1, 2016, the Missouri Department of Revenue will require all vendors to Possess their own Missouri Tax Identification number if they make sales at retail. Unregistered vendors will need to contact the Missouri Department of Revenue 3 to 4 weeks before the event to obtain a sales tax license. Space assignment is made by the MWPHGL Planning Committee. I have read the accompanying Rules and Regulations and authorized to reserve the following exhibit space.

Company _____ Contact Person _____

Business Address _____ City, State, Zip _____

Telephone (daytime) _____ Cell Phone _____ Email: _____

** Type of merchandise _____

Signature _____

PAYMENT INFORMATION:

- 8' Table (Indicate Number of Tables Needed) \$100.00 (each) per day
(Three (3) day Maximum)
- Additional Tables Requested No. _____ \$ _____
Additional space must be order at time of purchase. No additional space will be added on site.
- MWPHGL has the right to resell or reassign booth space of any reserved space that is not paid for in full by June 25, 2017.
- 50% of Exhibit/ Booth Payment must be paid at time of order before June 25, 2017
- Full payment **must** to be paid by **June 25, 2017**.
- Cancellation after June 30, 2017 will incur a \$50 fee.
- The contract vendor is responsible for the storage of their merchandise. Neither the Grand Lodge nor the Marriott St. Louis Airport Hotel will be liable for any items lost or stolen.

Amount for Space \$ _____

Extra Tables \$ _____

Total Cost of Space Remitted \$ _____

PLEASE SEND COMPLETED CONTRACT WITH PAYMENT TO:
Grand Lodge Planning Committee, ATTN: VENDING
P.O. Box 362, Florissant, Missouri 63032

Questions: Contact Karl J. Reid, Chairman MWPHGL Planning Committee at 314-868-3105 or karlreidsr@yahoo.com

**2017 Missouri
Most Worshipful Prince Hall Grand Session
July 8-14, 2017**

St. Louis, Missouri

Special Notice to Temporary Vendors

Effective January 1, 2016, the Missouri Department of Revenue will require all vendors to have their own Missouri Tax Identification number if they make sales at retail. With this change, special event packets will no longer be necessary and will not be provided. Unregistered vendors will need to contact the Missouri Department of Revenue to obtain a sales tax license. The license will be issued with a statement including, "This business is authorized to make sales in all cities and counties within the State of Missouri and is required to collect and remit all applicable state and local sales taxes."

* See <http://dor.mo.gov/faq/business/special.php>

I don't sell, but I do organize the event or show. What are my responsibilities?

The Department requires all vendors to have their own Missouri Tax Identification number if they make sales at retail. Unregistered vendors will need to contact the Missouri Department of Revenue 3 to 4 weeks before the event to obtain a sales tax license. The license will be issued with a statement indicating "This business is authorized to make sales in all cities and counties within the State of Missouri and is required to collect and remit all applicable state and local sales taxes." Please see "How do I get a sales tax license?" for additional information.

How do I get a sales tax license? get a sales tax license?

A Missouri Special Events Application (**Form 2643S**)**PDF Document**, must be completed and submitted to the Missouri Department of Revenue. It can also be obtained by visiting our **Business Tax Registration Forms** page or by calling (800) 877-6881.

What if I live in another state?

Your responsibilities for collecting and remitting sales tax are the same as a Missouri resident. However, if you earn more than \$600.00 in the state of Missouri, you may also be required to file a Missouri state income tax return.

How do I report and pay sales tax?

You will file and pay on the preprinted reporting forms that are mailed to you by the Department. If you are unable to locate this form, you may obtain a blank **Form 53-1****PDF Document** from our website or call (800) 877- 6881. If the location of the special event is not listed on your 53-1 reporting form, you may add the location and indicate "special event" along with the tax jurisdiction (city and/or county) of the special event.

- If products were sold at the event, give the breakdown for each city or county to allow the Department to distribute to the city or county their portion of the sales tax.
- If orders were taken and then fulfilled at your place of business, sales tax would be remitted using your business location.