



Finance Department □ 102 N. Neil St. □ Champaign, IL 61820

APPLICATION FOR TRANSIENT MERCHANT LICENSE

"Itinerant merchant" means any person, whether as owner, agent, or employee, whether a resident of the City or not, who is in the business of selling or taking orders for the sale of goods within the City for a temporary period of time of less than thirty (30) days in any calendar year and who, in furtherance of such purposes, hires, leases, uses or occupies any fixed location within the City for the exhibition and sale of such goods or services.

"Peddler" means any persons, whether a resident of the City or not, traveling from place to place, from house to house, from building to building, or from street to street, and offering or exposing the goods for sale on the public right-of-way, or making sales and delivering articles to purchasers on the public right-of-way, or who, without traveling from place to place, shall sell or offer the same for sale from a wagon, bicycle, automotive vehicle, railroad car, or other vehicle or conveyance on the public right-of-way.

"Commercial Solicitor" or "door-to-door sales person" means any person, whether a resident of the City or not, traveling from place to place, from house to house, from building to building, or from street to street, and selling goods or taking or attempting to take orders for sale of goods for future delivery, or for services to be furnished or performed in the future, whether or not such individual has, carries or exposes for sale a sample of the subject of such sale or whether he/she is collecting advance payments on such sales or not. The principal focus of this definition is a person selling on a door-to-door basis without prior invitation of the occupant on the premises.

"Group Sales Event" means a temporary event of three (3) consecutive days or less at a fixed location consisting of contiguous selling areas, sponsored or arranged by a person and which includes five (5) or more transient merchants, commonly known as a "flea market", "antique show", "craft show" or other gathering of merchants at a location for three (3) days or less however such gathering is titled. A "sponsor" means a person who coordinates, produces or arranges an event at which five (5) or more transient merchants sell goods from a fixed location for a temporary period of time.

Which transient merchant license are you applying for:

Itinerant Merchant - \$ 25.00 application fee
200.00 annual fee per location

Peddler - \$ 25.00 application fee
200.00 annual fee per peddler

___ Congested Areas - \$300.00 per peddler
(Annual Surcharge)

___ Food Peddler - \$300.00 per peddler
(Annual Surcharge)

___ Commercial Solicitor - \$ 25.00 application fee
200.00 annual fee per solicitor

___ Group Sales Event - \$ 25.00 application fee
plus 100.00 annual fee per vendor

1. Name of Applicant _____

2. Permanent Street Address _____

3. City, State, Zip Code _____

4. Telephone Number _____

5. Fax Number _____

6. Local Street Address _____

7. Local Phone Number _____

8. Dates Sales to be Conducted _____

9. Name, title, address, telephone number and fax number, of the person having immediate supervisory or management responsibility over the applicant's business that is proposed to be carried on in the City

10. Name and address of persons having custody of applicant's financial records

11. Names of municipalities or governmental units to which the applicant has applied for a transient merchant's license or license of similar character within the twelve (12) months prior to the date of application

12. List all other State or City permits already applied for or issued _____

13. Applicant's employer number for reporting to the Internal Revenue Service

Itinerant Merchants complete this section.

1. Name of the applicant, if the applicant is a corporation, the name of the officers of the corporation; if the applicant is a partnership, the names of all partners

2. Please list the name and ages of all persons who will be selling goods under the license

3. Please list location(s) where sale will be conducted _____

4. Have you previously held a license as an Itinerant Merchant in the City of Champaign?
_____ If yes, when? _____

5. Please list type of goods, wares, merchandise, services, etc. that the applicant intends to sell or offer for sale at the above location

6. Please attach written evidence of the right to occupy a specific location at which the sales activity is proposed, and a site plan if the sale is conducted outside an existing structure showing the sales area and parking areas. If the sale is inside a structure, a parking plan to show compliance with zoning requirements.

7. Please attach a bond with guarantees running to the City in the sum of One Thousand Dollars (\$1000.00) executed by the applicant, as principal, with good and sufficient sureties upon which service of process may be made in the State. The bond shall be in force and effect for a one (1) year period after application. Such bond may alternatively be secured by cash deposit. (No bond shall be required of a transient merchant who has held a license for three (3) or more years and has not had, during such period, a transient merchant license suspended or revoked in the City or in any other jurisdiction, or been convicted of an offense which would disqualify such person from receiving a license).

8. Please attach copy of the certificate of registration under the State of Illinois Retailers Occupation Tax Act or such information as the State requires to sell goods in the State.
(PLEASE GO TO THE LAST PAGE/SIGNATURE-DATE)

Peddlers complete this section.

1. Boundaries of the area where peddling will be conducted _____

2. Nature of products or service _____
3. Name of Manufacturer _____
4. Proposed Method of Operation _____
5. Have you previously held a license as a Peddler in the City of Champaign? _____
If yes, when? _____
6. If applying for a license in a congested area, please list area (high school or stadium) _____
7. If a motor vehicle is utilized for the sale of food, please list the following:
 Make of Vehicle _____
 Body Style _____
 License Plate Number _____
 Licensing State _____
 Driver's License Number _____
8. Please attach a picture of the vehicle, (cart, etc.) you plan to use.
9. If vehicle is utilized for the sale of food, please attach a copy of your Champaign-Urbana Public Health Permit.
10. (Food Peddlers only) - Please attach evidence of insurance that applicant is insured in an amount not less than One Hundred Thousand Dollars (\$100,000.00) for property damage and injuries, including injury resulting in death, caused by operation of the business.
11. Please attach a bond with guarantees running to the City in the sum of One Thousand Dollars (\$1000.00) executed by the applicant, as principal, with good and sufficient sureties upon which service of process may be made in the State. The bond shall be in force and effect for a one (1) year period after application. Such bond may alternatively be secured by cash deposit. (No bond shall be required of a transient merchant who has held a license for three (3) or more years and has not had, during such period, a transient merchant license suspended or revoked in the City or in any other jurisdiction, or been convicted of an offense which would disqualify such person from receiving a license).

12. Please attach copy of the certificate of registration under the State of Illinois Retailers Occupation Tax Act or such information as the State requires to sell goods in the State.
(PLEASE GO TO THE LAST PAGE/SIGNATURE-DATE)

Commercial Solicitors complete this section.

1. Have you previously held a license as a Solicitor in the City of Champaign? _____ If yes, when? _____
2. Please list boundaries of the area where soliciting will be conducted (residential areas, business areas) _____

3. Nature of products or service _____
4. Name of manufacturer _____
5. If employed by someone other than yourself, please list employer's name, address, and phone number _____

6. Please attach a bond with guarantees running to the City in the sum of One Thousand Dollars (\$1000.00) executed by the applicant, as principal, with good and sufficient sureties upon which service of process may be made in the State. The bond shall be in force and effect for a one (1) year period after application. Such bond may alternatively be secured by cash deposit. (No bond shall be required of a transient merchant who has held a license for three (3) or more years and has not had, during such period, a transient merchant license suspended or revoked in the City or in any other jurisdiction, or been convicted of an offense which would disqualify such person from receiving a license).
7. Please attach copy of the certificate of registration under the State of Illinois Retailers Occupation Tax Act or such information as the State requires to sell goods in the State.
8. Please complete the next page "Authorization for Police Record Search".

(THEN GO TO THE LAST PAGE/SIGNATURE-DATE)

Group Sales Event complete this section.

1. Name of the applicant (sponsor), if the applicant is a corporation, the name of the officers of the corporation; if the applicant is a partnership, the names of all partners

2. Please list location where sale will be conducted_____

3. Please list names, addresses, telephone numbers, fax numbers, and State Tax Numbers of all transient merchant participants.

Name_____

Address_____

Telephone #_____

State Tax #_____

Fax #_____

Name_____

Address_____

Telephone #_____

State Tax #_____

Fax #_____

Name_____

Address_____

Telephone #_____

Fax #_____

State Tax #_____

Name_____

Address_____

Telephone #_____

Fax #_____

State Tax #_____

Name_____

Address_____

Telephone #_____

Fax #_____

State Tax #_____

Name_____

Address_____

Telephone #_____

Fax #_____

State Tax #_____

(Please attach information on additional vendors on a separate page)

4. Please attach written evidence of the right to occupy a specific location at which the sales activity is proposed, and a site plan if the sale is conducted outside an existing structure showing the sales area and parking areas. If the sale is inside a structure, a parking plan to show compliance with zoning requirements.

5. Please attach a bond with guarantees running to the City in the sum of One Thousand Dollars (\$1000.00) executed by the applicant, as principal, with good and sufficient sureties upon which service of process may be made in the State. The bond shall be in force and effect for a one (1) year period after application. Such bond may alternatively be secured by cash deposit. (No bond shall be required of a transient merchant who has held a license for three (3) or more years and has not had, during such period, a transient merchant license

suspended or revoked in the City or in any other jurisdiction, or been convicted of an offense which would disqualify such person from receiving a license).

ALL COMPLETE THIS SECTION

I certify that the above information is correct to the best of my knowledge.

Name (please print)_____Title_____

Signature_____Date_____

3/23/99
DSF



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AUTHORIZATION FOR POLICE RECORD SEARCH

I hereby authorize and empower the City of Champaign, Illinois and its agents to conduct a police record search;

SIGNED ON _____ AT _____

SIGNATURE: _____

NAME: _____

Please print (last) (first) (middle int.)

ALIAS NAMES USED (maiden, etc.) _____

ADDRESS: _____

PHONE NUMBER: _____

(area code)

DATE OF BIRTH: _____ HEIGHT _____ WEIGHT _____

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE NUMBER _____ / _____
(State)