



FINANCE DIVISION

City of Huntington
Finance Division
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540, option 4
finance@huntingtonwv.gov

Application for Special Events, Fairs, and Festivals

Rule 102-SEFF

Promoter Information

Promoter/Organizer shall obtain General Business License

Promoter/Organizer Business Name: _____

Address: _____

Contact Person: _____

Phone #: _____ Fax #: _____ E-mail Address: _____

Event Information

Event Name: _____

Event Location: _____

Event Opening Date: _____

Event Closing Date: _____

Note: If the event exceeds 4 days, participants must obtain a Huntington Business License.

Information Required for Participants List

An excel file or the pages provided containing the following participant information may be emailed to the B&O and Licensing Specialist: Becky Bartlett – bartlettb@huntingtonwv.gov

1. Business Name
2. Contact Name
3. Business Address
4. Business Telephone Number
5. Current Huntington Business License #
6. WV State Tax Department Account #

Applicant's Signature: _____ Date: _____

Important Instructions to Remember

- The promoter/organizer of the event is responsible for obtaining this license.
- A list of participants must accompany your Special Events, Fairs, and Festival License.
- All participants must have a WV Business Registration Certificate from the WV State Tax Department. Participants can register online at www.business4wv.com. Please provide the Business Registration Account Number for each participant on the participant list.
- All participants are responsible for the 7% WV Sales and Use Tax. For more information contact the WV State Tax Department at 1-800-982-8297.
- If a participant has a Huntington General Business License include the license number on the participant list.
- To qualify for the Special Events, Fairs, and Festival License your event may not last more than 4 days.
- A participant is anyone engaged in selling, promoting, bartering, exchanging goods or services, providing information about goods or services that may become available or distributing samples.
- Additional documentation may be needed depending on the goods and services sold.
- This application must be received at least forty-eight hours before the start of the event.
- All participants must meet Federal, State, County, and City requirements.

Please email the completed application to finance@huntingtonwv.gov or mail the completed application to the following address:

Attn: Special Events, Fairs, and Festival License
City of Huntington
P.O. Box 1659
Huntington, WV 25717-1659

Participant List

Participants	City License # (if applicable)	WV Business Registration Account # (required)
Business Name: _____ Contact Name: _____ Business Address: _____ _____ Business Phone: _____		
Business Name: _____ Contact Name: _____ Business Address: _____ _____ Business Phone: _____		
Business Name: _____ Contact Name: _____ Business Address: _____ _____ Business Phone: _____		
Business Name: _____ Contact Name: _____ Business Address: _____ _____ Business Phone: _____		
Business Name: _____ Contact Name: _____ Business Address: _____ _____ Business Phone: _____		

Make additional copies as needed.

Participant List

Participants	City License # (if applicable)	WV Business Registration Account # (required)
Business Name: _____ Contact Name: _____ Business Address: _____ _____ Business Phone: _____		
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