

CITY OF NEW ORLEANS
DEPARTMENT OF FINANCE / BUREAU OF REVENUE

LATOYA CANTRELL
MAYOR

NORMAN L. WHITE
CFO/DIRECTOR

ALL VENDORS: FAN EXPO 2025

PLEASE NOTE: Tax Agents, from the Department of Finance, Bureau of Revenue, for the City of New Orleans, will be on-site:

SUNDAY, JANUARY 12, 2025,

8:00am to 12:00pm only

to collect **Occupational Licenses & Sales Taxes**. Please be available or have a representative on your behalf, come to our designated location in order to expedite the process.

We will NOT come to your booth for collections.

You will be informed of the Tax Booth location upon arrival.

All dealers and vendors advertising, soliciting business, displaying merchandise, making sales or taking orders at trade shows are required to obtain a **\$50**, "Special Event" license.

(Municode Section 110-256). In addition to the license, vendors are mandated to pay their **sales taxes which is 5%** of their gross revenues from the event.

Cash, Credit Cards or Checks, payable to the City of New Orleans, are accepted forms of payment.

FAILURE TO COMPLY AND REMIT FEES DUE, "AT THE EVENT" WILL RESULT IN AN ESTIMATED BILLING, PLUS PENALTIES, NEGLIGENCE FEES AND INTEREST ON YOUR ACCOUNT.