



# Application for Show Permit and Notice of Show

Read instructions on back before completing this form.

<b>Part I</b>				
Name of show promoter		Federal EIN, if any		For office use only  <b>SP</b>
Street address of promoter				
City	State	ZIP code	Telephone number ( )	
Name of show facility/site				
Location of show facility/site - street address				Date(s) of show
Number of vendors expected				
City	County	State	ZIP code	

<b>Part II</b>							
If you intend to hold more than one show (as defined by law) at this location during the calendar year, you may apply for a multiple show permit covering those dates. Separate permits must be obtained for shows not listed below.							
From							
To							

<b>Part III</b>							
Name of owner(s) and/or principal officers	Title(s) and social security number(s)	Street	City	Home address(es)	State	ZIP code	

<b>Part IV</b>						
Name(s) and signature(s) of co-promoters	Street	City	Home address(es)	State	ZIP code	Show permit number(s) (if any) for this show

This application is filed with the knowledge that a willfully false representation is punishable under the provisions of section 1145(b) of the New York State Tax Law.

Signature of show promoter	Title	Date
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## Instructions

### Who Must File This Application

A promoter who needs to obtain a Form PR-169.2 or DTF-724, *Permit to Operate a Show*, must file this application. The permit is required for (1) show promoters who operate four or more shows during the calendar year, and (2) for persons who directly or indirectly rent, lease or grant a license to use property or space to any person or persons to conduct four or more shows during the calendar year, or who lease property or space from a co-promoter. Before the fourth show is held, the promoter must file this application and receive the permit. If more than one person is involved in show promotion, the promoter and every co-promoter must complete the required information and sign this form. If more space is needed, attach a separate sheet.

### When to File This Application

This application must be filed at least 10 days before the fourth show. Only one permit is required for all shows held at the same location during the calendar year, but the dates of the shows must be listed on the application and the back of the permit (Form PR-169.2 or DTF-724).

### What to Include on This Application

A promoter may include all shows that will be held at the same facility/site during one calendar year on a single application form.

Separate applications must be filed for shows that:

- will be held at different locations;
- will be held during another calendar year; or
- are not included on this application.

### Where to File This Application

Mail the completed application to:

NYS TAX DEPARTMENT  
SALES TAX REGISTRATION UNIT  
BUILDING 8 ROOM 431  
W A HARRIMAN CAMPUS  
ALBANY NY 12227

### Line Instructions

#### Part I

**Name of show promoter** - Enter the name of the individual or organization promoting the shows listed in Part II.

**Federal EIN** - Enter the promoter's federal employer identification number (EIN). If the promoter does not have an EIN, leave this item blank.

**Telephone number** - Enter the promoter's telephone number, including the area code.

**Name of show facility/site** - Enter the name of the facility or site where the shows will be held.

**Location of show facility/site - street address** - Enter the complete address of the location where the shows will be held.

#### Part II

If the promoter is requesting a permit to operate more than one show, enter the dates of each show in the blocks provided. Include shows to be held during this calendar year only.

#### Part III

If the promoter is an organization (such as a corporation, partnership, society, or association), enter the names of the owners or principal officers of the organization, their titles, social security numbers, and home addresses.

If the promoter is an individual, enter the name, social security number and home address.

#### Part IV

Every co-promoter must list the information requested in Part IV, including signature. A co-promoter is anyone who meets the definition of promoter (see *Who Must File This Application*, above) but is not listed as the promoter. The promoter and all co-promoters must together complete and file a single Form DTF-723.

#### Privacy Notification

The right of the Commissioner of Taxation and Finance and the Department of Taxation and Finance to collect and maintain personal information, including mandatory disclosure of social security numbers in the manner required by tax regulations, instructions and forms, is found in Articles 8, 15, 18-A, 28 and 28-A of the Tax Law and 42 USC 405(c)(2)(C)(i).

The Tax Department will use this information primarily to determine and administer the insurance awards and sales tax liabilities under the Tax Law, and for any other purpose authorized by law.

Failure to provide the required information may result in civil or criminal penalties, or both, under the Tax Law.

This information will be maintained by the Director of the Registration and Data Services Bureau, NYS Tax Department, Building 8 Room 905, W A Harriman Campus, Albany NY 12227; telephone 1 800 225-5829. From areas outside the U.S. and Canada, call (518) 485-6800.

### Need Help?

**Telephone Assistance** is available from 8:30 a.m. to 4:25 p.m., Monday through Friday. For **business tax information and forms**, call the Business Tax Information Center at 1 800 972-1233. For **general information**, call toll free 1 800 225-5829. To **order forms and publications**, call toll free 1 800 462-8100. From **areas outside the U.S. and Canada**, call (518) 485-6800.

**Fax-on-Demand Forms Ordering System** - Most forms are available by fax 24 hours a day, 7 days a week. Call toll free from the U.S. and Canada 1 800 748-3676. You must use a Touch Tone phone to order by fax. A fax code is used to identify each form.

**Internet Access** - <http://www.tax.state.ny.us> Access our website for forms, publications, and information.

**Hotline for the Hearing and Speech Impaired** - If you have access to a telecommunications device for the deaf (TDD), you can get answers to your New York State tax questions by calling toll free from the U.S. and Canada 1 800 634-2110. Assistance is available from 8:30 a.m. to 4:15 p.m., Monday through Friday. If you do not own a TDD, check with independent living centers or community action programs to find out where machines are available for public use.

**Persons with Disabilities** - In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call the information numbers listed above.

**Mailing Address** - If you need to write, address your letter to: NYS Tax Department, Taxpayer Assistance Bureau, W A Harriman Campus, Albany NY 12227.