



ILLINOIS DEPARTMENT OF REVENUE
FIELD COMPLIANCE DIVISION
DISTRICT 13
SUBURBAN NORTH REGIONAL BUILDING
9511 WEST HARRISON STREET
DES PLAINES, ILLINOIS 60016-1563

January 20, 2010

Mr. Kevin Murphy, Show Promoter
Email Address: kmurphy@nmma.org

Re: Strictly Sail Chicago – Navy Pier

Dear Mr. Murphy,

Those who sell merchandise at fairs, art shows, festivals, flea markets, craft shows and other similar events must collect Illinois sales taxes. Whether this is a full time business or a hobby does not matter. Vendors are subject to the Illinois Retailer's Occupation Tax. Enclosed is the Special Event Tax Collection Report and Payment Coupon form for that purpose. A copy of this form must be provided to each vendor.

Any person, who promotes, organizes or provides retail selling space for concessionaires or other types of sellers at fairs, art shows, flea markets or other similar events is required to file a report with us. The following information must be reported for each vendor:

- **Name of the event, address and dates of the event reflected on the vendor list**
- **Name of the vendor's business**
- **Name of the person or persons engaged in the vendors business**
- **Permanent address of the business / telephone number**
- **Illinois business tax (IBT) number of the business**

It is preferred that this report be submitted as a spreadsheet attached to an email. This email and attachment should be sent to Rev.SpecialEvents@illinois.gov

If the report is mailed, send it to:

Special Events
Illinois Department of Revenue
P.O. Box 19035
Springfield, IL 62794-9035

The report is due no later than the 20th day of the month following the month during which the event was held. Any person who fails to file a report commits a business offense and is subject to a fine not to exceed \$250.

If you have any questions, please do not hesitate to call.

Thank you.

Sincerely,

Illinois Department of Revenue
Special Events Unit

Encl



ILLINOIS DEPARTMENT OF REVENUE

Special Event Coordinator
Field Compliance Division

Special Events
P.O. Box 19035
Springfield, IL 62794-9035

Phone: 847 294-4475
Fax: 847 294-4214



Illinois Department of Revenue

Special Event Tax Collection Report and Payment Coupon

Form IDOR-6-SETR (N-6/07)

Read this first

Exhibitors: All exhibitors making sales in Illinois are required to report and pay all tax due based on their total receipts within ten (10) days of the close of the exhibit. The current tax rate for the location of the special event is printed on the coupon to assist you in calculating your tax due. If you have questions, call us at (847) 294-4475.

Event coordinators: Please distribute this form to each exhibitor making sales at your special event.

Special Event Information

Start Date: January 28, 2010

STRICTLY SAIL - CHICAGO

End Date: January 31, 2010

600 E GRAND AVE CHICAGO
IL 60611-3419

01600011

13445-93312

Please complete the following coupon and send it with your payment to:

Illinois Department of Revenue
Collection Bureau
PO Box 19035
Springfield, IL 62794-9035



Illinois Department of Revenue Special Event Tax Payment Coupon

Form IDOR-6-SETR (N-6/07)

(133) Mail completed form to:
Illinois Department of Revenue
Collection Bureau
PO Box 19035
Springfield, IL 62794-9035

01600011

January 28, 2010 - January 31, 2010

13445-93312

Step 1: Identify yourself

Business name: _____

Telephone no. (____) _____ - _____

Name: _____

Social Security no. _____ - _____ - _____

Address: _____

FEIN: _____ - _____

<Other no.> _____

Step 2: Figure your tax due

Sales Related Taxes	\$	_____	X	0.1025	=	\$	_____
		Total receipts		Current Tax Rate for this Location		Amount tax due	