



**Pop Culture Classroom
C/O Reno Exhibitor Services
2760 W. 5th Ave
Denver, CO
80204**

To: All Reno Pop Culture Con Exhibitors (Vendors, Artists, Guests, Authors, Etc.)
From: Reno Pop Culture Con Show Management
Re: State of Nevada Tax Requirements and Forms

MEMORANDUM

The Tax Authority for the State of Nevada requires **ALL** exhibitors to submit the attached forms upon the completion of the show. In previous years, the Tax Authority has observed undocumented RETAIL SALES by numerous exhibitors that are in violation of tax laws. The consequences of such activity can and will include sanctions, fines and immediate closure of exhibit booths / tables.

You must comply with these **requirements** if you conduct any transactions onsite at the show:

1. REQUIRED TAX COLLECTION: All retail transactions must include the Nevada state-mandated tax on retail sales, which is currently at **8.265%**.

2. REQUIRED TAX FORM: COMPLETE & RETURN THE ONE TIME SALES TAX RETURN AT THE END OF THE SHOW WITH PAYMENT TO THE NEVADA DEPARTMENT OF TAXATION. You must return the sales tax collected during the show and your "ONE TIME TAX RETURN" BEFORE departure. All three sections should be filled out. The Seller's Copy (bottom) is for your records.

ALL CHECKS SHOULD BE MADE PAYABLE TO NEVADA DEPARTMENT OF TAXATION

Submit onsite: Bring your completed ONE TIME SALES TAX RETURN to the Exhibitor Services Booth on the show floor by **Sunday, November 10, 2019, no later than 7:00 p.m.** NO CASH accepted- Checks only.

Or, return by mail: If you do not return the form onsite, be sure to mail your ONE TIME SALES TAX RETURN and check, in the enclosed return address envelope to the address in the header above **no later than 5 days after the show ends (FRIDAY NOVEMBER 15, 2019)**. Exhibitors are responsible for postage to send their check and state copy of the tax return back to Reno Exhibitor Services.

If you only conducted wholesale transactions: You still must return the enclosed One Time Sales Tax Return form stating \$0 taxes collected.

The state of Nevada has a list of the Exhibitors at the show and you may be contacted if you do not submit your tax forms in a timely fashion.