



Important Vendor Update

As many of you know, our move to Memphis and the new hotel has come with a few unexpected challenges. Shelby County and the City of Memphis now require a "Transient Vendor License and Permit" for each individual vendor participating in special events like ours.

This requirement came to light while we were double-checking how to submit taxes in Tennessee. Because we've changed states, we reconfirmed everything and discovered that new policies and enforcement are now in place, even though this wasn't a requirement the last time we were in Shelby County, Tennessee.

While the forms do mention a fee, the fees for business licenses for Shelby County and Memphis will be waived for this year. This may not be the case after this year, but we'll let you know.

It is suggested that if you happen to live in Shelby County, Tennessee that you register for a business license to avoid these issues in future years.

(The business license fee being waived does NOT absolve you from collecting or submitting sales tax to the state.)

We know this is more work and frustrating, and we're right there with you. Thank you for your patience and flexibility as we navigate these changes.

-MFM Directors and Artist Alley Staff

Important Info for Vendors – Mephit Fur Meet Sales Tax Filing 2025

PRE-CON

1) License & Permit Required for Shelby County, Tennessee

A Transient Vendor License & Permit for vendors operating within the Memphis city limits + Shelby County. The permit is valid for 14 days. Fill out the attached two forms. The normal fee of \$150 is being waived this year. It's required before selling in Shelby County, TN.

To submit your form, email it to rosetter.pickens@shelbycountyttn.gov as soon as you have it filled out.

We will collect the permits on your behalf and have them on site on Thursday of con.

The deadline to get this completed is a week before con, 8/21/25. Please do so as soon as possible. You **MUST** have a permit to be seated in the artist alley.

2) Obtain a free TNTAP Tax account number if you don't already have one.

This is to submit your sales taxes.

POST-CON

Pay your sales taxes online at TNTAP **by September 20, 2025**. No check or cash accepted.

SUMMARY:

- 1) Submit your forms for a 14-day transient vendor permit**
- 2) Register for TN Sales Tax ID Number if you don't have one**
- 3) Collect 9.75% sales tax from customers**
- 4) Report sales and pay using TNTAP before Sept 20**

How to obtain a TNTAP Tax account number:

Location id: 1001850788

Sales Tax Rate: 9.75%

Per the Tennessee Department of Revenue (TDOR), all vendors must report and pay 9.75% sales tax for this event. The sales tax return is due by September 20, 2025.

The only way to pay your taxes is online after you obtain a Tennessee Sales Tax ID Number, therefore you are encouraged to create your TNTAP tax account prior to MFM. Then, you must submit your tax payment online by **September 20, 2025**.

Need help? We'll provide instructions and forms—just ask!

If you don't pay your taxes on time, you WILL NOT be allowed to sell at any future MFM.

Please provide MFM Den Staff with your TN State Tax ID Number once you obtain it. We will keep it on file.

If you already have a Tennessee Sales Tax Account:

1. Contact the TN Department of Revenue to link your account to this event using the location ID above:
 - a. **Call:** (615) 253-0601
 - b. **Email:** revenue.support@tn.gov and give them your sales tax account number.
 2. File and pay your sales tax before **September 20, 2025** online at: <https://tntap.tn.gov/eservices/>
-

If you Do Not have a Tennessee Sales Tax Account:

1. Complete the attached Special Events Vendor Registration Form and submit it no later than **September 5, 2025** so it meets the **September 20, 2025** deadline to obtain a Tennessee Sales Tax ID number. Go to: <https://revenue.support.tn.gov/hc/en-us/requests/new>
Choose **"Tax Question"** → **"Register a New Account"**
Attach your filled-out form as a scanned PDF document.
 2. Once you receive notification of your account being created, file and pay your sales tax before **September 20, 2025** online at: <https://tntap.tn.gov/eservices/>
-

BUSINESS TAX

TRANSIENT VENDOR'S LICENSE

County: _____ Tax Amount Due: \$50.00 Collecting Fee: _____

City: _____ Tax Amount Due: \$50.00 Collecting Fee: _____

Having established the facts and otherwise complied with the requirements of TCA 67-4-702, Section 1, Chapter 699, of the Public Acts of Tennessee of 1986, and otherwise qualified under the provisions of the laws of Tennessee, is hereby permitted to engage for a period of fourteen (14) days from the date of issuance, in the business of:

Location: _____

Date Opened: _____ Time Opened: _____

Description of Vehicle: Make: _____ Year: _____ VIN #: _____

License Plate Number: _____ State of Registration: _____

Owner's Name: _____

Street Address: _____

City: _____ State: _____ Expiration Date: _____

Total Amount Collected: _____

Signature of Purchaser

Deputy Clerk

BUSINESS TAX

TRANSIENT VENDOR'S LICENSE

County: _____ Tax Amount Due: \$50.00 Collecting Fee: _____

City: _____ Tax Amount Due: \$50.00 Collecting Fee: _____

John Smith

Having established the facts and otherwise complied with the requirements of TCA 67-4-702, Section 1, Chapter 699, of the Public Acts of Tennessee of 1986, and otherwise qualified under the provisions of the laws of Tennessee, is hereby permitted to engage for a period of fourteen (14) days from the date of issuance, in the business of:

FluffyFox Arts

Location: Memphis Vitality Hotel, 2625 Thousand Oaks Blvd, Memphis, TN 38118

Date Opened: 8/29/25 Time Opened: 10AM

Description of Vehicle: Make: NA Year: NA VIN #: NA

Information about
your vehicle and driver
license number
are not required in this
case

License Plate Number: NA State of Registration: NA

Owner's Name: John Smith

Street Address: 123 Main St

City: Springfield State: TN Expiration Date: NA

Total Amount Collected: _____

Signature of Purchaser

Deputy Clerk

Wanda Halbert
Shelby County Clerk
150 Washington Ave., Suite 200
Memphis, Tennessee 38103
Telephone: (901) 222-3059

OFFICE USE ONLY

Acct.# _____
Fee: (\$50.00)

APPLICATION FOR TRANSITORY MOBILE VENDORS PERMIT

Owner:

Permanent Mailing Address:

(Firm Name)

(Firm Name)

(Driver's License Number)

(Driver's License Number)

(Address)

(Address)

Social Security Number

Social Security Number

(City)
(State)
(Zip)

(City)

(State)

(Zip)

Telephone:

(Vehicle I.D. Number)

(Vehicle I.D. Number)

(License Plate Number)

(License Plate Number)

(Sex)
(Date of Birth)

(Sex)

(Date of Birth)

(Signature of Applicant)

(Signature of Applicant)

(Date)

(Date)

Description of Vehicle	Make	Model	Color
------------------------	------	-------	-------

Description of Vehicle

Make

Model

Color

SPECIFY DATES, PLACES AND TIMES WHICH BUSINESS SHALL BE CONDUCTED

[illegible]

Wanda Halbert
Shelby County Clerk
150 Washington Ave., Suite 200
Memphis, Tennessee 38103
Telephone: (901) 222-3059

OFFICE USE ONLY

Acct.# _____
Fee: (\$50.00)

APPLICATION FOR TRANSITORY MOBILE VENDORS PERMIT

Owner:

Permanent Mailing Address:

John Smith

FluffyFox Arts
(Firm Name)

NA
(Driver's License Number)

123 Main St
(Address)

123-45-6789
Social Security Number

**Information about
your vehicle and driver
license number
are not required in this
case**

Springfield TN 12345
(City) (State) (Zip)

NA
(Vehicle I.D. Number)

Telephone:
123 456 7890

NA
(License Plate Number)

Male 5/15/1990
(Sex) (Date of Birth)

(Signature of Applicant)

(Date)

NA _____
Description of Vehicle Make Model Color

SPECIFY DATES, PLACES AND TIMES WHICH BUSINESS SHALL BE CONDUCTED

Between August 29st and August 31st at Mephit Fur Meet, which will be located at the Memphis Vitality Hotel,
2625 Thousand Oaks Blvd, Memphis, TN 38118. I'm an artist in the artist alley at the convention and will
be doing art commissions.



Location id: 1001850788

Dear Special Event Vendor,

Thank you for attending **Mephit Fur Meet, Memphis, TN**. The Tennessee Department of Revenue (TDOR) recently launched a new tax administration system called Tennessee Taxpayer Access Point (TNTAP) that changes the way you file, and remit sales tax collected at special events. TNTAP allows you to file and remit the sales tax online.

- The sales tax rate for this event is **9.75%** (provided by Revenue). The sales tax return for the event is **due by the 20th day of the month following the event** and can be filed using TNTAP online: <https://tntap.tn.gov/eservices/>

If you have an active Tennessee sales tax account:

- Please contact our Taxpayer Services division at (615) 253-0601 or email them at revenue.support@tn.gov to provide your Consolidated Sales Tax (SLC) account number.
- Your account will be associated with the special event location and period.
- If you need assistance with your TNTAP account, please call (615) 253-0600 or email revenue.support@tn.gov.

If you do not have an active Tennessee sales tax account:

- o Please complete the Special Events Registration Application from our website and return it to the Tennessee Department of Revenue no later than **the end of the month in which the event is held**.
- o The link for the special events application:
https://www.tn.gov/content/dam/tn/revenue/documents/taxes/sales/special_event/s/special_event_vendor_reg.pdf
- o Ways to submit the Special Event Application to the Tennessee Department of Revenue:
 - By mail: Tennessee Department of Revenue, 500 Deaderick St, Nashville, TN 37242
 - Online: <https://revenue.support.tn.gov/hc/en-us/requests/new>
 - Request type is "Tax Question", and my question is about "Register or Update an Account".
 - You will need to scan and attach the application to your request.



TENNESSEE DEPARTMENT OF REVENUE
Application for Registration for Special Events

RV-F1300501 (9/2020)

**For use by vendors attending special events on an occasional basis
that do not have a currently active Tennessee Sales Tax Registration.**

Answer all questions below completely. Incomplete and unsigned applications will delay processing.

1. Legal Name of Applicant

2. DBA Name (If different from above)

3. Event Location Address (Physical address only; no P.O. Box) City State Zip

4. Mailing Address City State Zip

5. Legal Address (Physical address where business records are kept; no P.O. Box) City State Zip

6. Business Telephone Number Business Email Address

7. Contact Name Contact Telephone Number Contact Email Address

8. Start Date in Tennessee

9. Fiscal Year End Date

10. FEIN or SSN

11. Type of Ownership:

Sole Proprietorship

Partnership (choose type below)

Corporation (choose all that apply)

General Partnership

Tennessee Domestic Corporation

Marital Joint Ownership

Limited Partnership

Foreign Corporation

Limited Liability Partnership

S Corporation

Limited Liability Company (choose all that apply)

Multi-Member LLC

Single Member LLC

Professional Limited Liability Company

12. **Special Event Location Information**

Event Name:

Promoter Location ID:

Event Start Date:

Event End Date:

13. Business Activity (briefly describe what you are selling or what service you are providing)

Application is continued on the next page.

14. Identify Owners, Officers, Members, or Partners (Attach additional names on separate sheet if needed)

Legal Name	Legal Name
Title	Title
SSN or FEIN	SSN or FEIN
Address	Address
CityStateZip	CityStateZip
Telephone Number	Telephone Number
Email Address	Email Address

15. The statements made on this application are true to the best of my knowledge and belief. This application must be signed by an individual, owner, partner, or officer of the entity listed above. Do not print or use a stamp. Signature: _____ <div>Owner, Partner, or Officer</div> Date: _____	For Department Use Only
---	--------------------------------

**TENNESSEE DEPARTMENT OF REVENUE**

RV-F1300501 (9/2020)

Application for Registration for Special Events**For use by vendors attending special events on an occasional basis
that do not have a currently active Tennessee Sales Tax Registration.****Answer all questions below completely. Incomplete and unsigned applications will delay processing.**

1. Legal Name of Applicant John Smith			
2. DBA Name (If different from above) FluffyFox Arts			
3. Event Location Address (Physical address only; no P.O. Box) 2625 Thousand Oaks Blvd	City Memphis	State TN	Zip 38118
4. Mailing Address 123 Main St	City Springfield	State TN	Zip 12345
5. Legal Address (Physical address where business records are kept; no P.O. Box) 123 Main St	City Springfield	State TN	Zip 12345
6. Business Telephone Number 123 456 7890		Business Email Address fluffyfox@fluffyfox.com	
7. Contact Name John Smith	Contact Telephone Number 123 456 7890	Contact Email Address fluffyfox@fluffyfox.com	
8. Start Date in Tennessee August 29, 2025	9. Fiscal Year End Date December 31, 2025	10. FEIN or SSN 123-45-6789	

11. Type of Ownership:

☒ Sole Proprietorship

Partnership (choose type below)

Corporation (choose all that apply)

☐ Marital Joint Ownership☐ General Partnership☐ Tennessee Domestic Corporation☐ Limited Partnership☐ Foreign Corporation☐ Limited Liability Partnership☐ S Corporation

Limited Liability Company (choose all that apply)

☐ Multi-Member LLC☐ Single Member LLC☐ Professional Limited Liability Company

12. Special Event Location Information

Event Name:	Mephit Fur Meet
Promoter Location ID:	1001850788
Event Start Date:	August 29, 2025
Event End Date:	August 31, 2025

13. Business Activity (briefly describe what you are selling or what service you are providing)

I'm an artist and I draw stuff**Application is continued on the next page.**

14. Identify Owners, Officers, Members, or Partners (Attach additional names on separate sheet if needed)

Legal Name	Legal Name
Title	Title
SSN or FEIN	SSN or FEIN
Address	Address
CityStateZip	CityStateZip
Telephone Number	Telephone Number
Email Address	Email Address

15. The statements made on this application are true to the best of my knowledge and belief. **This application must be signed by an individual, owner, partner, or officer of the entity listed above. Do not print or use a stamp.**

Signature: _____
Owner, Partner, or Officer

Date: _____

For Department Use Only