CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT
BUSINESS LICENSE DIVISION
411 W. OCEAN BLVD, 2nd FLOOR
LONG BEACH, CA 90802
(562) 570-6211 | Fax (562) 499-1097
FM-SpecialEventApps@longbeach.gov

SPECIAL EVENT VENDOR APPLICATION

Please submit this application at least TEN (10) business days prior to the event.

PREVIOUSLY A SPECIAL EVENT VENDOR? YES ☐ / NO ☐ BE/BU ACCOUNT#:_____

NAME OF EVENT:_____

DATE(S) OF EVENT: _____

ADDRESS OF EVENT: _____

TYPE OF PRODUCT: _____

BUSINESS NAME: _____

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT TELEPHONE NUMBER: _____

APPLICANT E-MAIL ADDRESS: _____

SOCIAL SECURITY / FEDERAL TAX ID #: _____

DRIVER'S LICENSE / IDENTIFICATION #: _____

SELLERS PERMIT #: _____

CALCULATE FEES AS FOLLOWS:

NUMBER OF:		X		@		=	
0	BOOTH(S)		0 # SELLING DAYS		$70.10 FEE AMOUNT		$0.00 TOTAL BOOTH FEES

X _____ _____
SIGNATURE DATE

Please Note: If a permit is not obtained prior to the event, **an additional $38.00 field collection fee** will be collected from the vendor at the event. In addition, **the promoter will be charged a $35.00 non-compliance fee per un-permitted vendor.** To pay online or over the phone, please use the e-account number found on your bill or contact Business License at **(562) 570-6211.**
Be advised, a **$1.95 fee** will be charged on all credit card transactions.

OFFICE USE ONLY

ACCOUNT #: _____ ACCEPTED BY: _____ DATE:_____

THIS APPLICATION WAS REVISED IN JULY 2024 AND IS VALID UNTIL JUNE 2026