

**Vendor Registration Form**  
**North Carolina Transportation Museum**  
**North Carolina Department of Natural and Cultural Resources**

**Vendor Requirements and Procedures:**

1. The DNCR facility (historic site, museum, etc.) holding an event and/or providing space to a vendor, must maintain a daily registration list of all vendors selling or offering goods for sale. The DNCR facility should use the Sales & Use Tax Event Vendor List template for the vendor list.
2. The registration list must clearly and legibly show each vendor's name, permanent address, and Sales and Use Tax ID number.
3. Each vendor participating in an event or selling and offering goods for sale at a DNCR facility must register with the DOR and obtain a Certificate of Registration. In order to obtain a Certificate of Registration, a person must complete form NC-BR Business Registration Application, available through online registration from the DOR website at: <http://www.dornc.com/electronic/registration/index.html>. If the DNCR facility or vendors have questions, please contact NC Dept. of Revenue Customer Service at 1-877-252-3052.
4. The DNCR facility must require each vendor to exhibit a valid certificate of registration for visual inspection by the DNCR facility at the time of registration; and must require each vendor to keep the Certificate of Registration noticeably displayed, so as to be visible for inspection by patrons of the vendor at the places or locations at which the goods are offered for sale.
5. Each vendor list must be retained by the DNCR facility for no less than two years and must at any time be made available upon request to any law enforcement officer or the DOR Secretary or the Secretary's duly authorized agent.

**VENDORS** – Please complete this form one week prior to event and submit by mail, fax or email to:

North Carolina Transportation Museum

Attention: Will Tate

411 South Salisbury Ave

Spencer, NC 28159

Fax: 704-639-1881

Email: [william.tate@dncr.nc.gov](mailto:william.tate@dncr.nc.gov)

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor email address: \_\_\_\_\_

Vendor Phone Number: \_\_\_\_\_

Vendor Sales and Use Tax ID Number: \_\_\_\_\_

Name and Date of Event: \_\_\_\_\_

Description of Items to be sold:

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