

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 Jonetta Appling of DOR at (336) 487-0203.
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: Mark Deaton
411 South Salisbury Ave
Spencer, NC 28159
Fax: 704-639-1881
Email: mark.deaton@ncDCR.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:
