

### **TRADER'S LICENSE REQUIREMENTS**

All exhibitors are required to have a Trader's License or an Exhibitor's Affidavit prior to the meeting. Per the Baltimore Convention Center Service Manual, exhibitors will not be allowed to participate in the meeting until they have presented the PAS with either the Trader's License or Exhibitor Affidavit. Any exhibitor who has a Trader's License for a fixed place in Maryland must present a photocopy to the PAS.

A duly executed Exhibitor's Affidavit must set forth the following conditions:

1. Derive less than 10% of the annual income from the sale of like goods, wares, chattels or merchandise.
2. Exhibitor has not participated in more than three shows during the previous 365 days. **A copy of the Trader's License or an Exhibitor's Affidavit must be CONSPICUOUSLY DISPLAYED during the show.**

Within seven (7) days after the conclusion of the show, PAS is required to forward all Exhibitor's Affidavits to the Comptroller of the Treasury.

An exhibitor who fails to comply as required by law shall be guilty of a misdemeanor, and, upon conviction thereof, shall be fined not exceeding \$100.00 or imprisoned for not more than thirty days.

An exhibitor who participated in a show promoted by: (1) a church as defined in Article 5, Section 301(B) of the Corporations and Associations Article, or (2) any Government Agency, or (3) amateur radio organization, or (4) antique vehicle, machine equipment organization will not be required to obtain a Trader's License.

The PAS may not allow an exhibitor to participate in the show if the exhibitor has not submitted a copy of the Trader's License or an Exhibitor's Affidavit PRIOR to the show.

An exhibitor who has a valid Trader's License for a fixed place of business in Maryland does not have to obtain another Trader's License provided the exhibitor presents a copy of the license to the PAS PRIOR to the show.

**TAX AND LICENSE REQUIREMENTS**

Comptroller of the Treasury  
State License Bureau  
301 West Preston Street, Rm 404  
Baltimore, MD 21201  
(410) 225-1550

**EXHIBITOR'S AFFIDAVIT**

Exhibitor's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ MD Retail Sales Tax No. \_\_\_\_\_

or Federal I.D. No. \_\_\_\_\_

Trade Name \_\_\_\_\_

*Address:*

I DO SOLEMNLY DECLARE AND AFFIRM, UNDER PENALTIES OF PERJURY, THAT LESS THAN TEN (10) PERCENT OF MY ANNUAL INCOME IS DERIVED FROM THE SALE OF GOODS, WARES AND MERCHANDISE AND I HAVE NOT PARTICIPATED IN MORE THAN THREE SHOWS DURING THE PREVIOUS 365 DAYS.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name of Show \_\_\_\_\_

Date(s) Attended \_\_\_\_\_

Please complete and fax back to the  
PAS Program Office  
at (281) 419-0082  
Attn: Sara Recer,  
Exhibits and Meeting Assistant