

Dear Harrisonville Vendor,

You are receiving this letter because you have been identified as a recent or upcoming planner, holder, participant or sponsor of an event that includes Mobile Vendors, within the corporate City limits of Harrisonville. We appreciate the value that events such as yours bring to our community, and love that so many mobile vendors are choosing to come to Harrisonville to participate.

That said, we want to make sure mobile vendors are being held to the same standards as our equally valued brick-and-mortar businesses, who have chosen our community as a permanent operating location. With that in mind, please be aware that all Mobile Vendors are required to have an active City Business License before they can operate at any event in Harrisonville, with the exception of the local Farmer's Market and annual Log Cabin Festival.

The requirement of a City business license helps to protect our community on multiple other levels, including but not limited to;

- Verifying the mobile vendor is properly registered with the State of Missouri so sales are being conducted legally.
- Verifying the mobile vendor has properly registered our jurisdiction under their Missouri Sales Tax ID, so that all sales tax revenue generated from the event will be properly dispersed to our community.
- Verifying the mobile vendor has obtained permission from the property owner before setting up at a location.
- Verifying the mobile vendor's site location and mobile vehicle/trailer (*if applicable*) has passed all required City Code and Fire safety inspections/requirements.
- Verifying that mobile food/beverage vendors have passed all required Cass County Health Department inspections.

It is the responsibility of all event planners, holders, participants and sponsors to ensure that everyone participating is properly licensed. All City business licenses are valid September 1-August 31, and all licensed vendors should be able to produce their current City business license for verification. For vendors selling alcohol, City Liquor Licenses are valid July 1-June 30, and those vendors should also be able to produce their current City Liquor License for verification (**additional zoning/City permits may be needed for alcohol sales*).

If you have a mobile vendor who needs to obtain a City business license, please have them contact our office at bizlicense@harrisonville.com and we will be happy to send them the online instructions and all other necessary information. Fortunately, obtaining a City business license is an online process that can easily be completed within our standard four business day processing time, if the mobile vendor has already completed all other required State and County registrations, licensing and inspections.

We appreciate your assistance and diligence in helping ensure all participating mobile vendors are properly licensed prior to operating, and wish you much success with all future events. Thank you!

Sincerely,

(Insert chosen City Representative Name Here)

City of Harrisonville, Title