



What is a Seller's Permit?

A Seller's Permit serves as proof that you are selling goods to the public on behalf of a registered, tax-paying organization. CNPS maintains an organization-wide permit, but each time we are selling something in a new location (that is, at a different address from the state office), that location must be added to the permit as an additional business location, and a separate license will be issued specifically for that address.

When do I need a Seller's Permit?

A Seller's Permit must be obtained for each location at which your chapter sells books, posters, plants, or other merchandise to the public. This includes plant sales, tabling events, chapter meetings (for example, if you have a table of books for sale in the back), etc.

Any time your chapter plans to hold an event where you will be selling items to the public, you need to make sure you have a seller's permit for the location of the event. Once you obtain a permit for a location, it does not expire – so if your chapter holds a plant sale in the same venue year after year, you can reuse the same permit, and you don't have to request an updated copy. If your plant sale ever changes locations, however, you will have to request a new permit for the address of the new venue.

How do I request a Seller's Permit?

To request a Seller's Permit, e-mail Becky Reilly, CNPS Events Coordinator (breilly@cnps.org), the following information:

- Name of the venue where sales will take place
- Address of the venue where sales will take place
- Date(s) of your event

Becky will request a permit for the new location, and send it to you via e-mail (or fax/US mail if requested).

How long does it take to obtain a new permit?

Typically, the process is very fast, but we ask that you submit your request at least 2-4 weeks before your event in case any issues arise.

How do I find out if I already have a permit for a specific location?

If think you may have already obtained a Seller's Permit for a specific location, or just need a copy resent to you, contact Becky Reilly, and we will check our permit records.

Questions?

Please feel free to contact Becky with any other questions about Seller's Permits for your chapter events.

Becky Reilly, CNPS Events Coordinator: breilly@cnps.org , 916-447-2677 x207

Reminder: If you need to reorder any books, posters, garden signs, etc. for resale from the state office, contact Caroline Garland, CNPS Office & Sales Coordinator, before your sales event at 916-447-2677 x202 or cgarland@cnps.org.