



Taxes, Permits and Licenses

Your license agreement states that you must comply with all state and local tax, permits and license requirements. To aid you in determining your liability, here is a brief outline of those taxes, permits and licenses that apply to events held at McCormick Place.

Information regarding tax issues can be obtained by contacting the following department:

City of Chicago: Customer Service 312-747-4747 or via the web at www.cityofchicago.org.

Includes Amusement Taxes, Rental Transaction Tax, Exemption from Taxes

State of Illinois: Information Hotline 217-782-3336 or 800-732-8866

Includes Retail Taxes

Note: This section is for general purposes only and is not a substitute for any government ordinance, ruling or regulation.

Tax Rates as of January 2016

Sales: 10.25%

Communication: 7% City and 7.5% State, or 14.5% total

Personal Property Lease Transaction: 9%

Amusement: 12% for events in McCormick Place; 6% for events in Arie Crown Theater

Exemptions

If your organization is eligible for exemptions to any of the taxes presented based on its business purpose (501C3, etc), specific applications may be required.

NOTE: Organization exemptions do not cover the communication taxes listed.

Taxpayer Identification

- **Event Organizer:** Your Event Manager will provide a W9 form for you to complete and return prior to your event. In addition, an Illinois Business Registration Form must be filed with the State of Illinois at the following address:

Illinois Department of Revenue
City Hall, Room 107
121 N. LaSalle Street
Chicago, IL 60602

- **Exhibitors/Vendors:** Your exhibitors/vendors also need to apply for a Taxpayer Identification Number and register as an Illinois Business.

Sales Tax

If your show or association sells *point-of-purchase* merchandise including souvenirs, or participates in *late selling/post-show direct selling* merchandise, you are responsible for seeing that you and your exhibitors and/or vendors are properly registered.

Communications Tax

Both city and state interests are combined in this tax on telecommunications and Internet services. Taxes are applied to services and usage.

Personal Property Lease Transaction Tax

All exhibitors are subject to this tax for any items they rent for use during the show. Your show contractors collect and pay these taxes on behalf of the exhibitors.

Amusement Tax

If your event is open to the public and you collect a registration or admission charge, you need to file for an Amusement Tax.

Applying the appropriate rate on your gross receipts, the payment is due on the last day of the month immediately following the month when fees are received. For your convenience, McCormick Place will file the tax and deduct the proper tax amount from the box office receipts on the last day of the show, before returning your proceeds.

If your organization is exempt from paying the Amusement Tax, you will need to file for an exemption by contacting the Tax Administration office previously listed.

Casinos, Gambling Functions, Door Prizes

Only not-for-profit organizations based in Chicago can hold raffles, gambling-themed activity or distribution of door prizes. If your organization qualifies under this guideline, here are three options to consider:

1. **Raffle License:** Contact the City of Chicago, Customer Service 312-747-4747
2. **Las Vegas Night License:** Contact the Illinois Department of Revenue, Office of Bingo and Charitable Games, 217-524-4164.
3. **Door Prizes:** If money is not exchanged during your event (including admission or registration fees) for attendees to qualify to win door prizes, and those door prizes do not include cash, licensing is not required.