

# REGISTRATION APPLICATION & RENEWAL FORM

The Denver Mart is open to professional buyers in the retail or interior design trade only.

**Please Note:** Use this form if you are a first time buyer or are renewing your account.

## RETAIL BUYERS AND INTERIOR DESIGNERS *required with each application:*

1. **Copy of current state retail sales tax license**
2. **Business license or Federal ID** for businesses in the states of **Alaska, Delaware, Montana, New Hampshire and Oregon only.**
3. **Proof of ownership** - an official document that has your personal name and your company name on the document. You may also obtain a vendor referral as proof of ownership
4. **Proof of business banking** – a voided business check **or** a business credit/debit card with your name and your company name imprinted on the card.
5. **Adding buyers to your account:** Current payroll stub for each buyer that shows withholdings and a year to date **or** a business credit/debit card with the employees name and your company name imprinted on the card.

**Interior Designers:** Current ASID, IIDA, NKB, NCIDQ or proof of other related professional membership.

**Colorado Retail Businesses:** Expiration date of your account will be the same date your retail sales tax license expires which is the last day of the year on every odd year. (Example: 12/31/2017, 12/31/2019, etc.)

**All Other States:** Expiration date of your account will be two years from the application approval date at the end of that given month. (Example: application date 9/10/2016, expiration date 9/30/2018)

## RENEWAL REQUIREMENTS *required with each renewal application:*

1. **Copy of current state retail sales tax license**
2. **Business license or Federal ID** for businesses in the states of **Alaska, Delaware, Montana, New Hampshire and Oregon only.**
3. **Proof of ownership** - an official document that has your personal name and your company name on the document. You may also obtain a vendor referral as proof of ownership
4. **Proof of business banking** – a voided business check **or** a business credit/debit card with your name and your company name imprinted on the card.
5. **Adding buyers to your account:** Current payroll stub for each buyer that shows withholdings and a year to date **or** a business credit/debit card with the employees name and your company name imprinted on the card.

**Interior Designers:** Current ASID, IIDA, NKB, NCIDQ or proof of other related professional membership.

### PLEASE NOTE THE FOLLOWING:

- Passes are **non-transferable**. They should not be given to other people as they will be denied entrance.
- **Designers must accompany all clients** or may make a showroom appointment for a client. The showroom will take responsibility for escorting the client to and from that showroom.
- **THREE GUEST MAXIMUM AND FEE POLICY DURING EVENTS**
- 1st guest no charge, 2nd and 3rd guests \$35.00 fee. Payable in cash or by Credit Card in Main Mart Lobby.
- The Denver Mart reserves the right to refuse or revoke passes as it deems appropriate.

**Mart policy for buyer email addresses:** By providing your email address to the Denver Mart you agree that we may contact you to update information, inform you of our events and promotions, provide information about our products and services, or communicate with you. We will not share or sell your email information with others. Any email sent by the Denver Mart will provide you with the option to unsubscribe from the email list. \*\*\*Exception to this policy: Any buyer registering as an apparel buyer (disclosing apparel categories on this form), your email address will be shared by the Denver Mart with the Denver Market Association (DMA) only.

### Return completed application & qualifying documents to:

Denver Mart  
Attn: Buyer Registration  
#2490  
451 E. 58<sup>th</sup> Ave, Suite 2490  
Denver, CO 80216-8470

**Fax:**  
303-292-2042

**Email:**  
buyer\_reg@denvermart.com

**Questions?** Contact the registration department at 303-292-6278 ext. 5265  
Toll free at 800-289-6278

**SUBMIT WITH REQUIRED DOCUMENTS**

**PROMO CODE**

Check one please:  New Application  Renewal Application

Date: \_\_\_\_\_

If you previously registered your company under a different name, please indicate name: \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Business Website: \_\_\_\_\_

Business Facebook Name: \_\_\_\_\_

Owner  Manager Print Name \_\_\_\_\_

**Additional Buyers**

Name/Title \_\_\_\_\_ Email \_\_\_\_\_

Name/Title \_\_\_\_\_ Email \_\_\_\_\_

Name/Title \_\_\_\_\_ Email \_\_\_\_\_

Name/Title \_\_\_\_\_ Email \_\_\_\_\_

**MERCHANDISE CATEGORIES** Please check categories to indicate types of merchandise you retail.

**GIFT/HOME**

- General Gifts – 100
- Baskets/Containers – 144
- Baby Gifts – 129
- Bath & Body – 147
- Bedding – 156
- Books – 168
- Candles – 186
- Christmas – 210
- Collectibles – 225
- Collectibles – 225
- Country Gifts/Furniture/Decorative Accessories – 237
- Decorative Accessories – 249
- Floral & Floral Supplies – 297
- Furniture/Traditional – 327
- Gardening Supplies/Accessories – 336
- Gift Wrap/Bags/Boxes/Ribbons – 348
- Gourmet Foods – 354
- Green Products/Environmentally Friendly – 357
- Greeting Cards/Announcements/Invitations – 360
- Handcrafted – 366
- Holiday/Seasonal – 372
- Kitchen Accessories – 405
- Lamps/Light Fixtures – 408
- Lodge Gifts/Furniture/Decorative Accessories – 417
- Made in Colorado – 423
- Made in USA – 426
- Museum Store – 443
- Native American Gifts/Furniture/Decorative Accessories – 456
- Outdoor --471
- New Age Products – 465
- Pet Products – 486
- Pictures/Art/Frames – 492

**GIFT/HOME**

- Plush – 498
- Rustic Gifts/Furniture/Decorative Accessories – 525
- Southwest Gifts/Furniture/Decorative Accessories – 540
- Smoking Accessories – 535
- Souvenirs/Resort – 543
- Sports Souvenirs/Novelties – 552
- Stationery Items – 558
- Tabletop/Serving Accessories – 564
- Toys/Games/Puzzles – 567
- Vaporizers - 578
- Wedding/Anniversary – 111
- Western Gifts/Furniture/Decorative Accessories – 620
- Other \_\_\_\_\_

**APPAREL**

- Apparel – Children/Infant – 740
- Apparel – Junior – 730
- Apparel – Ladies – 701
- Apparel – Men – 770
- Accessories – Ladies – 801
- Activewear – Women – 708
- Bridal – 710
- Coats/Outerwear – Ladies – 715
- Coats/Outerwear – Men – 771
- Footwear – 790
- Lingerie/Sleepwear – 716
- Maternity – 712
- Outdoor Wear --788
- Petites – 713
- T-shirts/Imprinted Resort Wear – 573
- Plus Sizes/Tall – 714
- Missy-Apparel – 721
- Ladies-Contemporary--720
- Swimwear – 786
- Western Apparel – 610
- English Riding Apparel/Equipment --279

**JEWELRY**

- Jewelry – Fashion – 384
- Jewelry – Fine – 387
- Jewelry – Native American – 390
- Jewelry – Sterling Silver – 393

**HOME-BASED BUSINESS**

- Home-Based Apparel – 70
- Home-Based Gift – 10
- Home-Based Jewelry – 30
- Home-Based Interior Design – 50

**STORE LOCATIONS**

- Single Store
- Multi-Stores # \_\_\_\_\_

**ANNUAL SALES VOLUME**

- Less than \$250,000
- \$250,000 - \$499,999
- \$500,000 - \$1 million
- \$1 million plus

**TYPE OF BUSINESS**

Please check all applicable boxes:

- A. Department Store
- B. Chain/Mass Merchandise
- C. Specialty
- D. Catalog/Direct Mail
- E. Non-Profit
- F. Wholesaler/Distributor
- G. Advertising/Promotion
- H. Interior Design
- I. Manufacturer
- J. Hospital Gift Shop
- K. Tourist/Resort
- L. Export
- M. Import
- N. Gift Basket
- O. ASID Member
- P. IIDA Member
- Q. Home Business
- R. Florist
- S. Beauty Salon/Tanning/Spa
- T. TIRMA Member
- U. Internet
- V. Smoke Shop
- X. Museum Store
- Other

**NEW BUYERS:**

How did you hear about the Denver Mart?

- Received a flyer in the mail
  - Received an email from the Mart
  - Came to a public show
  - Saw the large sign from the freeway
  - Saw an ad for the Mart
- Which Magazine? \_\_\_\_\_

From a retailer:

Name/Company \_\_\_\_\_

From an exhibitor:

Name/Company \_\_\_\_\_

**MART USE ONLY**

license # \_\_\_\_\_ business checking \_\_\_\_\_ ownership/employment \_\_\_\_\_