

Automotive Business On/Off-Site Sale Request Form

To complete form, save and download to your computer, enter information in the fillable fields and submit a signed copy to licensing@amvic.org.

- Please submit form at least **three (3) weeks prior** to the event.
- A copy of the municipal approval and or the lease agreement for the event site must be provided with the request form.

<p>Section A: on/off- site sale details:</p> <p>Event name/details: _____</p> <p>Facility name and address: _____</p> <p>Host or event organizer: _____</p> <p>What AMVIC business name will be used for advertising purposes: _____</p> <p>Will there be a marketing company or marketing salespeople involved in the sale? Yes _____ No _____</p> <p>If yes, name of the marketing company: _____</p> <p>Date(s) of on/off- site sales: _____/_____/_____ to _____/_____/_____</p> <p style="text-align: center;"> <small>YYYY MM DD YYYY MM DD</small> <small>(first day of event) (last day of event)</small> </p> <p>Number of days _____</p> <p>Date you last participated in an on/off-site event? _____/_____/_____</p> <p>Name of applicant: _____</p> <p>Signature of applicant: _____</p> <p>Date: _____</p>

Section B: Marketing company (Please complete section D)

Automotive business details

Legal name: _____

Trade name (o/a name): _____

AMVIC business licence #: _____

AMVIC business licence expiry date: _____

Automotive business address: _____

Phone: _____ Email: _____

Section C: Automotive business details

Legal name: _____

Trade name (o/a name): _____

AMVIC business licence #: _____

AMVIC business licence expiry date: _____

Automotive business address: _____

Phone: _____ Email: _____

Section D: Marketing company – Registered salespeople attending event

note – licensed automotive businesses are not required to list their registered salespeople

Name of salesperson	Registration number	Expiration date	Approved	Not approved

Section E: The above sales event has been reviewed by AMVIC

The above sales event and attached salespeople list from our website have been **approved** by AMVIC.

Signature of AMVIC authorized official: _____

The above sales event and attached salespeople have **not** been **approved** by AMVIC.

Signature of AMVIC authorized official: _____

Date: _____