



## TEMPORARY SUPPLEMENTAL LICENSE APPLICATION

AGENCY USE ONLY

Sup Cert #

FEE

Initials

INSTRUCTIONS FOR TEMPORARY OFF-SITE SALE : Complete this form and submit \$40 to MVDB no later than 15 days prior to the sale. Maximum of 8 temporary supplemental sales issued per license year.

Note: Consecutive Temporary Sales Licenses cannot be issued for the same jurisdiction. Sales Duration Not To Exceed 7 days for Cars/Trucks; 14 days for Motorcycles, Recreational Vehicles, and Trailers.

DEALER INFORMATION			
BUSINESS TRADING AS NAME		DEALER CERTIFICATE NUMBER	
BUSINESS STREET ADDRESS	CITY	STATE	ZIP CODE
PRIMARY CONTACT TELEPHONE NUMBER	FAX NUMBER	BUSINESS EMAIL ADDRESS	

PROMOTER/SPONSOR INFORMATION			
NAME			
STREET ADDRESS	CITY	STATE	ZIP CODE
PRIMARY CONTACT TELEPHONE NUMBER	FAX NUMBER	BUSINESS EMAIL ADDRESS	

TEMPORARY OFF-SITE SALES LOCATION INFORMATION			
NAME OF SHOW			
TEMPORARY SALES LOCATION STREET ADDRESS	CITY	STATE	ZIP CODE
SALE STARTING DATE (mm/dd/yyyy)	SALE ENDING DATE (mm/dd/yyyy)		

NEW MOTOR VEHICLE OFF-SITE SALE	
Instructions: List the line-makes you have a franchise/sales agreement for and will be selling at the temporary sales location below. Check the appropriate statement and sign the CERTIFICATION below.	
<input type="checkbox"/> I certify that the temporary supplemental sales location is within my Dealership's area of responsibility. I have obtained permission from the franchise(s) to participate in the sale dates as noted above.	
<input type="checkbox"/> I certify the temporary sale is NOT exclusively within my Dealership area of responsibility as defined in the franchise/sales agreement; however, I have contacted the dealers of the same line-make and they do not object to the temporary sales for the line-makes listed above.	

USED MOTOR VEHICLE OFF-SITE SALE	
Instructions: Check the appropriate statement and sign the CERTIFICATION below.	
<input type="checkbox"/> I am selling used motor vehicles for the sale dates listed above. The sale is in the county, city, or town where I have a dealer license (46.2-1510) or for the contiguous county, city, or town.	
<input type="checkbox"/> I am selling used motor vehicles for the sale dates listed above and the location is outside the county, city, or town where I have a dealer license or for the contiguous county, city, or town. I, or the promoter sent a letter by certified mail to each dealer(s) in the county, city, or town listed above 30 days prior to the sale and invited them to participate in the sale under the same terms as the temporary sales license for the sale dates. <b>I have attached to this application a list of the dealers that were invited, a copy of the letter of invitation sent to dealers, proof of the certified mailings, and an itemized listing of all costs that will be shared by each participating dealer. See page 2 for information that should be included in the letter of invitation.</b>	

CERTIFICATION		
I certify and affirm that THIS TEMPORARY SUPPLEMENTAL sales location is in compliance with applicable local ordinances and requirements and all information presented in this form is true and correct, that any documents I have presented to MVDB are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.		
OWNER/PARTNER/OFFICER OF CORPORATION NAME (print)	OWNER/PARTNER/OFFICER OF CORPORATION SIGNATURE	DATE (mm/dd/yyyy)

### **DEALER INVITATION LETTER INFORMATION**

The letter of invitation to those dealers must contain the following elements:

- Date and place of the sale.
- An offer to participate in the sale on the same terms as the dealer requesting the license. This means that the dealer requesting the license will equally share the space contracted for as well as fully provide for the administration of the sale, including equal treatment in advertising, signage, and on-site services, including utilities, associated with the event.
- The expenses of the sale must be equally shared among participating dealers, including the sale administrator, and the sale administrator may not charge additional fees, payable either directly to itself, to an affiliate, or to a contractor that will make rebates or payments to the sale administrator, that will artificially inflate the costs of participation for other dealers.
- Each participating dealer is responsible for certain expenses including, but not limited to costs of transporting inventory to the sale and providing salespeople and other services they voluntarily choose to provide for themselves.