Card Show Vendor Checklist

Before, during and after one show. Tick each box as you go.

SHOW _____ DATE _____ STATE _____

BEFORE THE SHOW

- [ ] Look up the show's state in the Card Show Sales Tax Index: comped.io/research/card-show-sales-tax-index-2026
- [ ] Register for that state's sales tax permit or certificate if it requires one. 35 of the 46 states with a sales tax do, even for a single show.
- [ ] Meet the state's deadline before the show, if it has one. The states with a published deadline are in the box below.
- [ ] Pack the permit or certificate. New Jersey requires the Certificate of Authority on display at the table.
- [ ] Pack resale certificate forms if you plan to buy inventory from dealers without paying sales tax.
- [ ] Write down the sales tax rate at the venue: the state rate plus any local rate.
- [ ] Pay the table fee and save the invoice or receipt.
- [ ] Count the cash float and write the starting amount on your sales log.
- [ ] Put a price sticker on every card. Keep your cost and lowest price on the inventory sheet, not on the sticker.
- [ ] Print the inventory sheet and the sales log. Pack a receipt book or blank receipts.
- [ ] Pack supplies: sleeves, top loaders, team bags, display cases, table cover, pens, tape and a phone charger.

AT THE SHOW

- [ ] Write the odometer reading at the start of the trip and again at the end.
- [ ] Put the permit or certificate where the state requires it.
- [ ] Write every sale on the sales log when it happens: the card, the price, and cash or card.
- [ ] Write sales tax collected apart from the sale price. It is owed to the state.
- [ ] Get a written receipt for every cash buy: the seller's name, the date, the item and the price.
- [ ] For a trade, write the value of the card you received and the value of the card you gave.
- [ ] More than $10,000 in cash from one buyer: write down the name, address and taxpayer ID, and check a photo ID.
- [ ] Keep the receipts for parking, tolls, supplies and meals.

AFTER THE SHOW

- [ ] Count the cash. Starting cash plus cash sales, minus cash paid for cards, equals expected cash.
- [ ] Record every sale and every buy in your books. Match each sold card to its cost.
- [ ] Add the cards you bought to inventory at cost: the cash paid plus the value of any card you gave.
- [ ] Check the unsold cards back in against the inventory sheet.
- [ ] Set the sales tax collected aside, and file the state sales tax return when it is due.
- [ ] File Form 8300 within 15 days if one buyer paid more than $10,000 in cash.
- [ ] Log the miles. The 2026 rate is 72.5 cents a mile for January to June and 76 cents for July to December.
- [ ] Staple the receipts and the table fee invoice to your sheets. Keep them at least 3 years.

STATES WITH A DEADLINE BEFORE THE SHOW

North Dakota: 30 days. Pennsylvania: 30 days. Missouri: 21 days. New York: 20 days. New Jersey: 15 business days. Louisiana: 14 days. Vermont: 1 business day.

From the Card Show Sales Tax Index, checked November 2026. A state with no deadline may still require registration before you sell. Confirm with the state's revenue agency.

General information, not tax or legal advice. Rules differ by state. Free from Comped, www.comped.io/templates/card-show-vendor-checklist