





Department of  
the Secretary of State  
**Bureau of Motor Vehicles**

Matthew Dunlap  
Secretary of State

Patty A. Morneault  
Deputy Secretary of State

Garry Hinkley  
Director of Vehicle Services

**Maine Law**

**Title 29-A MRSA Section 957-3. Attended sales promotion.** The Secretary of State may issue to a dealer for up to 90 days to operate an attended sales promotion at one or more locations inside this State. A request for an attended sales promotion must be submitted to the Secretary of State at least 48 hours before the proposed promotion date and must contain the proposed promotion dates. The promotion must comply with applicable building codes and zoning and land use ordinances. A new vehicle dealer who requests a permit under this subsection for a promotion involving new vehicles may not locate the promotion outside that dealer's area of responsibility as defined by the dealer's franchise agreement. A dealer who operates an attended sales promotion at an agricultural fair or other agricultural event is exempt from this subsection. An equipment dealer or trailer dealer is exempt from this subsection if the sales promotion does not include motor vehicles and does not exceed 90 continuous days.

- A. Fifty dollars if the promotion runs for 7 or fewer days;
- B. One hundred dollars if the promotion runs for more than 7 but no more than 60 days; and
- C. One hundred fifty dollars if the promotion runs for more than 60 days but no more than 90 days.

**Title 29-A MRSA Section 957-4. Unattended sales promotion.** The Secretary of State may issue to a dealer a permit to operate an unattended sales promotion. A request for an unattended sales promotion must be submitted to the Secretary of State at least 48 hours before the proposed promotion and contain the proposed promotion dates, if applicable, a copy of a contract between the dealer and the promotion sponsor. The promotion and any use of a location must comply with applicable building codes and zoning and land use ordinances. A new vehicle dealer who requests a permit under the subsection for a promotion involving new vehicles may not located the promotion outside that dealer's area of responsibility as defined by the dealer's franchise agreement. An equipment dealer or trailer dealer is exempt from this subsection if the the sales promotion does not include motor vehicles and does not exceed 90 continuous days. The fee for an unattended sales promotion is:

- A. Fifty dollars if the promotion runs 7 days or less;
- B. One hundred dollars if the promotion runs between 8 and 60 days; or
- B. One hundred fifty dollars if the promotion runs more than 60 days.

**Note: For charitable events you must provide documents from that organization or sponsor verifying the information. You must provide the name of the sponsor; location; and date(s) the event is being held.**

**SECRETARY OF STATE  
BUREAU OF MOTOR VEHICLES  
STATE HOUSE STATION 29  
AUGUSTA, MAINE 04333**

**ZONING  
USE REGULATORY ORDINANCE CLEARANCE  
FOR SALES PROMOTION**

<b>Applicant's Name, Business Name and Sales Promotion Address</b>
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Dear BMV ~ Dealer & Agent Section:

As required by law, the above named applicant, at the location shown, is in compliance with all local building codes, zoning and land use regulatory ordinances and has the required permits issued by this municipality to conduct business for a Sales Promotion.

\_\_\_\_\_  
Signature - Authorized City/Town Official

\_\_\_\_\_  
Municipal Official's Title

**NOTARIZATION REQUIRED**

STATE OF MAINE - County of \_\_\_\_\_ Date. \_\_\_\_\_ 20\_\_\_\_ Then personally  
appeared the above AUTHORIZED CITY/TOWN OFFICIAL named \_\_\_\_\_ and  
acknowledge the foregoing instrument under oath to be \_\_\_\_\_ free act and deed.

NOTARY PUBLIC or ATTORNEY \_\_\_\_\_

My commission expires \_\_\_\_\_

# **SAMPLE LEASE**

I, *Lessor Name*, agrees to lease to *Lessee Name & Business Name*, a parcel of land and building thereon located on *Street Address & Town*

This parcel consists of a lot *Size of Lot*, and a building, *Size of Buidling*. This building consists of an office, *Size of Office*, and a repair area, *Size of Repair Area*.

This lease will be valid for one year from this date, *Beginning Date of Lease*, and will be renewed yearly thereafter. This lease may not be terminated by either party without 30 days written notice.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Lessor

**This “Sample Lease” is provided for your convenience in submitting the required lease, if you presently lease/rent your place of business.**

# **SAMPLE LEASE**

I, \_\_\_\_\_, agrees to lease \_\_\_\_\_,  
a parcel of land and building thereon located on \_\_\_\_\_,  
\_\_\_\_\_.

This parcel consists of a lot \_\_\_\_\_, and a building, \_\_\_\_\_. This  
building consists of an office, \_\_\_\_\_, and a repair area, \_\_\_\_\_.

This lease will be valid for one year from this date, \_\_\_\_\_, and  
will be renewed yearly thereafter. This lease may not be terminated by either party  
without 30 days written notice.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Lessor

**This "Sample Lease" is provided for your convenience in submitting the required  
lease, if you presently lease/rent your place of business.**