



2024 Food Vendor Application

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Any questions, please contact Vaughan Bryant
Manager of Allentown Initiatives
VaughanB@lehighvalleychamber.org
484-226-6323

16th Annual Blues, Brews & Barbecue

Saturday, June 22nd, 2024 from 12 noon – 10pm

Food Vendor Requirements

Festival & Booth Information

The Downtown Allentown Business Alliance (DABA) in partnership with the City of Allentown is proud to present **Allentown's 16th Annual Blues, Brews & Barbecue Festival** (the Festival) with great BBQ, food and drink, amazing Blues music and activities for the entire family. In 2019, this event drew an estimated crowd of over 25,000 attendees. This outdoor music festival takes place in downtown Allentown and is FREE and open to the public. **If you would like to participate, please complete this form.**

The Blues, Brews & Barbecue Selection Committee will review all applications and select applicable vendors.

Please note: space is limited. Applications should be submitted to Vaughan Bryant at

VaughanB@lehighvalleychamber.org

Payment is required once approval is granted.

The application deadline is Friday, May 10th, 2024. No additional vendors will be accepted after this deadline.

Please note, submitting an application does not guarantee your participation at the festival. All Vendors must be approved by the Festival Committee.

The event takes place outdoors and is a Rain or Shine event. **DABA does not guarantee your financial success at this event and vendor fees are non-refundable for any reason.** All proceeds from vendor's sales belong to the vendor and DABA does not take a percentage of your sales

PLEASE READ THESE CAREFULLY:

- **Business Liability Insurance is required, and you must provide written proof with your application submission.** Please sign and return the Liability Agreement included with this application. Vendors who do not complete the Liability Agreement will not be permitted to operate at the Festival.
- **Each vendor is provided with one (1) 10'x10' space;** additional space is available for an additional fee. Vendor provides their own set up, including tent (with weights), tables, chairs, etc. If you do not have tables of your own, DABA can provide tables for an additional fee. **Tables must be ordered in advance of the event.**
- Vendor booth placement is at the discretion of the DABA staff and Festival Committee. Vendors will be informed of their location, set up and clean up procedures 1.5 weeks prior to the event.
- We like visitors to experience a variety of foods, with the exception being barbecue. Therefore, duplicate vendors will not be accepted. Priority will be given to returning vendors at the discretion of the Committee.
- **Electric:** **While we recommend that you bring your own power supply,** we will have a nominal number of generators onsite; **electricity can be available for an additional fee.** If you will be bringing your own generator, it should be a generator that produces a noise level between 50-59 db or less. If it is any louder, noise suppression is required. Additionally, vendors above the noise level will have to be placed near an alley where the generator can be placed away from the main street. You will need the necessary electrical cords and covers to prevent a tripping hazard. Vendors are required to bring their own extension cords and any other necessary items to operate equipment.
- **Parking:** Vendors will be sent instructions on all parking options prior to the event. Each vendor will be directed to a specific parking location. Remote parking may be necessary, and Vendors will need to plan accordingly. Vehicles will NOT be allowed inside the festival grounds until after event ends and permission from festival staff is given.
- **Photos:** Vendors agree to allow Blues, Brews & Barbecue event photographers to photograph and videotape your booth and product during the event. Photos may be used in future promotional materials.
- On the day of the event, vendors must be set up **no later than 10:00 a.m.** All vehicles MUST be removed from the festival grounds, including Hamilton Street, no later than 10:30 a.m. Please plan to arrive and set up on time.

- **Day-of Contact Information:** On the day of the event, please contact Vaughan Bryant at VaughanB@lehighvalleychamber.org / 484-226-6323 or Liz Martin at LizM@lehighvalleychamber.org / 484-834-9693 with any questions

Payment Information:

- Checks (*other than those required for the City*) can be made payable to the **Greater Lehigh Valley Chamber of Commerce Foundation (or GLVCC Foundation)** and mailed to Greater Lehigh Valley Chamber of Commerce, Attn: Vaughan Bryant, 840 Hamilton Street, Suite 205, Allentown, PA 18101.
- If you would like to pay by credit card, call Vaughan Bryant at 484-226-6323 to pay over the phone.
- **Payment is due within one week of your acceptance or your space will not be guaranteed.**

Food Vendors Responsibilities & Requirements:

- Vendors are responsible for their entire booth set up. It is very important for food vendors to be set up on time. Being late could impact participation. **Please set up between 7 a.m. and 10:00 a.m. on Saturday, June 22nd.**
 - This will allow for inspection by the City’s Health Department, which is required by City law, prior to start of the event. **If you need to set up earlier, contact us, to make prior arrangements.**
- **Vendors are responsible for cleaning up their area at the end of the event. Failure to follow the clean up protocol will risk your business involvement in future events.** Please remove all trash from your designated area at the end of the festival. Trash and recycling dumpsters will be provided. Please do not place your garbage in the small containers meant for guest use.
- **Each vendor is provided one (1) 10’x10’ space;** additional space is available for an additional fee. All items, equipment and materials **MUST** fit inside purchased vendor space. No items will be allowed to be placed outside of the approved area. Sidewalks, walkways, and throughways must remain clear of items for safety purposes.
- **Vendors are responsible for obtaining their own Temporary Health License from the City of Allentown.** Please pay the license fee directly to the City of Allentown Health Department. Vendors must follow all Health Department regulations and display their food license on the day of the event. Vendors must follow proper maintenance of Food Safety (all necessary heating, refrigeration, ice, etc.) Form is attached on Pages 10 & 11.
- Vendors are responsible for their own signage, including banners, labels, and marketing materials (such as menus, flyers, cards, etc.)
- Amplified sound is not permitted in your booth space.
- **Vendors are required to weight tents.** Our vendor area is on asphalt, so tent stakes are not permitted.
 - **Vendors are expected to remain at the event until it ends at 10 p.m.**
 - In the event of an emergency requiring your early departure, **please contact Vaughan Bryant or Liz Martin to assist you!** Vehicles will not be permitted to drive on the streets during festival hours. You will need a police escort.
 - **IF THERE IS AN EMERGENCY, YOU MUST NOTIFY DABA STAFF TO ASSIST.**

Please note: Under Homeland Security regulations, the City of Allentown uses what are called ‘Jersey Barricades’ which are large plastic containers filled with water as a protective measure for large scale events within the City of Allentown. **These barricades are placed in the street to prevent vehicular traffic within the festival boundaries.** Therefore, all vendors must arrive on time as these barricades are not moveable once placed! Additional details will be sent out before the event, but **please plan to arrive no later than 9 a.m. on the day of the event and be 100% set up by 10 a.m.**

SIGN BELOW: I have read the above information and agree to all requirements to be a Food Vendor at the Blues, Brews & Barbecue Festival on Saturday, June 22, 2024.

Signature _____

Date _____

Print Name _____

Mobile Number () _____

Vendor Name _____

Contact Information

Business Name	
Main Contact	
E-Mail Address (required)	
(Billing) Street Address	
City, State, Zip Code	
Website	
Cell Phone (required)	
Returning Vendor (Y/N)	

Calculating Your Cost: Be very specific

It is important that this information be detailed and exact, committee decisions are partially based off this information.

Location is not guaranteed. Location is chosen on a first paid basis and is at the discretion of the BBB committee. The BBB committee makes every effort to have a variety of food options available in each block.

Base Fee (includes one 10x10 space)	Fee	Your Cost
2024 Food Vendor Fee (Registration ends May 10 th)	\$420	
Additional Fees		
Additional Space at \$36 for every 5 feet of space	_____ feet	
8-foot tables at \$18 each	_____ x \$18	
Electric (please see booth info for additional information)	\$120	
Water for portable supply (BYO drinking water-safe hose, minimum 50')	\$24	
CHAMBER DISCOUNT: \$18 off for Chamber Members	YES / NO	

Payment due upon acceptance, **ONLY** if selected by committee. Total: \$ _____

Failure to pay within one week of acceptance will cause the forfeiture of your spot.

Do not send payment until you have been approved by the BBB Committee.

Other Costs:

- **\$40** payable to the City of Allentown Bureau of Health for the **Temporary Food Service Establishment License**
- **\$35** to the City of Allentown Bureau of Revenue & Audit for the **Business Registration Questionnaire**.
 - **ONLY** if you are not a licensed business in the City of Allentown.
- *Both forms are attached to this application. Please **do not submit payment** to the City until you have been approved by the BBB Committee.*

***I agree to pay the above cost to be a vendor at the Blues, Brews & Barbecue Festival on June 22, 2024, once accepted.
Payment required in full upon acceptance.***

Signature _____ Date _____

Vendor Questionnaire:

1. **Vendor Set Up:** From which side of the truck / trailer / booth do you serve? Driver, passenger, back?

2. **Please describe your booth set-up**, including whether you are a self-contained unit (food truck), or will have a separate truck/tent/stand as part of your setup. Please provide space dimensions, and any special needs, etc. **Calculate your total dimensions, including the hitch.** (Please be very specific!)

Please include photo(s) of your set-up. You can email or text Vaughan Bryant at VaughanB@lehighvalleychamber.org or at 484-226-6323.

3. **Please describe your menu:** barbecue options, ethnic offerings, vegetarian options, etc. and **include pricing per item.**

4. **Please describe your experience serving large crowds at festival events. List other festivals you have participated in.**



Vendor Liability Agreement:

Vendor, as defined below, requests to participate as a vendor or associate in the **2024 Blues Brews and Barbecue Festival** on Hamilton Street in Allentown, PA (the "Event"). Vendor agrees to accept all liability and responsibility for any personal injury, property damage, loss, theft or any other harm suffered by myself or others arising from or otherwise incident to my participation in the Event.

_____ (the "Vendor") on behalf of its heirs, executors, assignees, and/or successors in interest, and on behalf of any employees, contractors, directors, subsidiaries, affiliates or invitees (the "Vendor") hereby agrees to indemnify, hold harmless and release The Greater Lehigh Valley Chamber of Commerce, the City of Allentown, and its officials, directors, employees, agents, volunteers, sponsors, affiliates and subsidiaries from and against all suits, claims, demands and losses including costs, expenses and attorney's fees incurred as a result of any act or omission, negligence or misconduct of the Vendor during the Event or otherwise arising out of this Agreement.

- If you have liability insurance check here (____)
- If so, provide certificate of insurance naming the Greater Lehigh Valley Chamber of Commerce and the City of Allentown as additionally insured.
- What is the amount of your liability insurance? _____
- Vendor hereby agrees that it shall maintain liability insurance in the amount and type set forth above throughout the term of this Agreement and during the Event.
- What is the type of liability insurance? _____

By signing this Agreement, the Vendor/Participant hereby requests the Greater Lehigh Valley Chamber of Commerce and City of Allentown to reserve vendor space at the 2024 Blues Brews and Barbecue Festival and affirms it has read, understands and agrees to all terms and provisions of this Agreement.

Signed: _____

Date: _____

Print Name: _____



City of Allentown Registration Forms

The following documents must be filled out and **returned to City Hall** or an electronic application may be completed at the link provided.

- https://energov.allentownpa.gov/EnerGov_Prod/SelfService#/home

Any questions regarding these applications should be directed to Martha Wittong.

- +1 (610) 437-7760 x2822
- Martha.Wittong@allentownpa.gov



**Bureau of Health
Environmental Health Services**
435 Hamilton St., 410 City Hall
Allentown, PA 18101
Office: (610) 437-7759
FAX: (610) 439-5946

City of Allentown

APPLICATION FOR TEMPORARY FOOD SERVICE ESTABLISHMENT LICENSE

Please complete both sides of this application and submit to the Bureau of Health at least five (5) business days prior to the event. Checks or money order for each stand or location should be made payable to the City of Allentown, and mailed or brought to the address above. The facility will be inspected on the first day of the event and a license will be issued at that time if the facility is in compliance with all applicable ordinances and the "Guidelines for Temporary Facilities". Please call (610) 437-7759 for food related questions. **If payment is not received along with the application at least five (5) business days prior to the event a late fee will be assessed.**

Notice: All individuals or businesses that operate in the City of Allentown are required to obtain a business license. Questions regarding the business registration can be directed to the Bureau of Revenue and Audit 610-437-7507.

A. EVENT/OPERATOR INFORMATION

EVENT TYPE: Food Establishment License 1-2 Day CONTACT NAME: _____
 Food Establishment License 3-14 Day CONTACT PHONE: _____

EVENT NAME: _____

LOCATION OF EVENT: _____ EVENT DATE/TIME: _____

TIME SET UP WILL BE **READY FOR INSPECTION**: _____

****All food, equipment, handwashing, and dishwashing stations must be onsite and operational at time indicated.

BUSINESS NAME: _____ BUSINESS PHONE: _____

BUSINESS ADDRESS _____

OPERATOR'S NAME _____ HOME PHONE: _____

OPERATOR'S ADDRESS _____ CITY _____ STATE _____ ZIP _____

FOR OFFICIAL USE ONLY	
Date Received	
Activity #	
License #	TL-
Approved By	
Date Approved	

I understand that the temporary license is **NOT TRANSFERABLE** and **NON-REFUNDABLE**. I also agree to operate in accordance with the "Guidelines for Temporary Food Facilities", the Food Code, and all other applicable laws and regulations. Additionally, I understand that all food must be made onsite or in a commercially licensed food facility.

 Signature of Applicant

1 AND 2 DAY EVENTS		3 TO 14 DAY EVENTS	
LICENSE & OPERATIONAL FEE	\$40.00	LICENSE & OPERATIONAL FEE	\$75.00
LATE FEE (\$15.00)	_____	LATE FEE (\$15.00)	_____
<small>Late fee assessed if less than 5 business days prior to the event.</small>		<small>Late fee assessed if less than 5 business days prior to the event.</small>	
SUBTOTAL	_____	SUBTOTAL	_____
X Number of Stands	_____	X Number of Stands	_____
TOTAL	_____	TOTAL	_____

B. FOOD/EQUIPMENT

1. Please list your menu items: _____

2. What type of temporary food service facility will you be operating at the event? Check all that apply:

- Enclosed Trailer Outdoor Stand Other (specify) _____

3. Where will foods be prepared? On-site Commercially Licensed Food Facility (specify) _____

Foods prepared or canned in private homes are strictly prohibited. Food may be prepared in a commercially licensed food facility prior to the event. Otherwise, all food must be prepared on-site at your event.

4. What type of power source will be used? Generator Plug-in electrical connection

5. Will running water be available? Yes No If "no", how will water be supplied? _____

6. Where will waste water (dish water or handwash) be stored and discarded? _____

All wastewater must be disposed of in a sanitary sewage system. Do **NOT** discard wastewater in a stormwater drain or on the ground.

7. How will cold foods be kept cold (below 41 F)? Foods may NOT be in direct contact with ice and Styrofoam coolers are prohibited.

- Refrigerator Insulated Cooler Other (specify) _____

8. What equipment will you use to cook food? Check all that apply:

- Grill (gas, charcoal or electric) Oven Fryer Microwave Other (specify) _____

9. How will cooked foods be kept hot (above 135 F) after cooking? Check all that apply:

- Steam Table Chafing Dish / Sterno Roaster Grill Other (specify) _____

10. If prepared food is on display, how will it be protected from contamination?

- Sneeze Guards Covers Other (specify) _____

11. What will you use for overhead protection? Tent Roof Awning Cover Other (specify) _____

NOTE: Outer opening protection to enclose the temporary food facility is recommended to be readily available and may be required in areas of food storage, preparation, cooking and serving where food is exposed and/or when conditions such as inclement weather, dust and insects or rodents exist.

12. Did you receive any of the following handouts? Check all that were received.

- Temporary Guidelines
 Handwashing at Temporary Events
 Handwashing and Dishwashing at Temporary Events (Note: dishwashing setups are not always required - N/A if not required)

City of Allentown Bureau of Health Temporary Food Facility Guidelines

FOOD

- All food shall be clean, wholesome, free from spoilage and adulteration, and safe for human consumption.
 - All food shall be from approved, licensed/registered sources. **Foods prepared or canned in private homes are strictly prohibited. Food may be prepared in a commercial licensed kitchen prior to the event. Otherwise, all food must be prepared on-site at your event.**
 - **Food shall be protected from sources of contamination at all times.** Foods must be placed in protected locations during storage, preparation, cooking, serving or display. Food must be stored off the ground and covered to protect it from contamination, use plastic wrap, foil or lidded containers; do not use cloth to cover food.
 - Raw fruits and vegetables must be thoroughly washed before preparation.
 - Time/Temperature Controlled for Safety (TCS) foods such as meat, poultry, fish and dairy products must be kept **below 41°F or above 135°F at ALL TIMES.** Adequate refrigeration and/or hot holding equipment must be provided.
 - TCS foods requiring cooking must be heated to a minimum internal temperature of **at least 145°F except:**
 - **Ground meats** (beef, pork, veal, lamb, sausage) must be cooked to **at least 155°F.**
 - **All poultry** (including ground poultry) and stuffing must be cooked to **at least 165°F.**
 - **Vegetables and commercially processed TCS foods for hot holding** must be cooked to **at least 135°F.**
- Use a metal stem probe thermometer to check food temperatures.**
- TCS foods intended to be served hot that are prepared prior to the event in a commercial licensed kitchen must be reheated to **at least 165°F. The reheating, cooling (if necessary) and transportation of such food must be discussed with a Sanitarian.**
 - All ice must come from approved sources and shall be stored in closed containers approved for food storage.
 - Ice used for food and drink storage may not be used in drinks or as ingredients in food.
 - Foods and drinks stored in ice must be in packaging that will not leak, such as sealed cans, bottles or plastic containers with tight-fitting lids.

HANDWASHING AND EMPLOYEE HYGIENE

- A **handwashing station** must be present so food handlers can wash their hands when necessary. Hands must be washed before starting work, when changing gloves, after smoking or going to the toilet, and as often as necessary to remove any contamination. A handwashing station consists of potable water **supplied by a spigot**, hand soap, paper towels and a container to collect the waste water.
- When all food is pre-packaged, chemically treated towelettes may be used.
- **No bare hand contact with ready-to-eat food is permitted.** Use disposable gloves or clean utensils. Change gloves between tasks and when gloves become soiled.
- All food handlers must wear clean clothes, hair restraints and maintain a high degree of personal cleanliness. No smoking is permitted in the temporary facility.

DISHWASHING AND CLEANING

- Dishwashing facilities shall be provided to wash and sanitize equipment that is soiled or contaminated. This shall consist of three sinks, containers (e.g., dishpans or buckets) set up to accomplish a **wash – rinse – sanitize – airdry** method of dishwashing.
- All food contact surfaces such as cutting boards, work tables, utensils and food preparation equipment must be cleaned and sanitized after each use. **A sanitizing solution can be mixed by adding one (1) tablespoon of unscented bleach to a gallon of water.** Approved sanitizer at adequate strength must be used for sanitizing as the 3rd step in dishwashing and for sanitizing food contact surfaces.
- Single service articles must be used when adequate dishwashing facilities are not available.

PHYSICAL FACILITIES

Note: Temporary facilities operating at a one day event may not need to meet the physical facility requirements unless conditions warrant as determined by the Bureau of Health.

- **Overhead protection** (tent, roof, awning cover, etc.) is required for areas of food storage, preparation, cooking and serving.
- **Outer opening protection** to enclose the temporary food facility is recommended to be readily available and **may be required** in areas of food storage, preparation, cooking and serving where food is exposed and/or when conditions such as inclement weather, dust and insects or rodents exist. Acceptable outer opening protection includes tight-fitting doors and windows, 16-mesh screens, air curtains or other effective measures that provide protection from existing conditions. Certain limiting conditions, such as heat and smoke, may eliminate the need for enclosure around grills or other equipment. Enclosures may not be required in cases where all foods within the temporary food facility are covered and protected or no preparation occurs on-site and/or no foods are exposed except when served to the consumer. This determination will be made solely by the Bureau of Health.
- **Flooring** is required for temporary facilities located on grass, gravel, dirt or mulch to control ground dirt, mud, dust, water or other unsanitary conditions. Suitable means of flooring include platforms, duckboards or mats. Temporary facilities located on concrete or asphalt graded to drain do not require flooring if conditions permit.
- **Dining areas** for customers do not require overhead or outer opening protection.

SUPERVISION

- A **Person-in-charge** shall be present at all times and is responsible for overseeing food handling practices and staff hygiene, as well as excluding and restricting ill staff. No person can work as a food handler if they have a disease which can be transmitted by foods, or have symptoms of vomiting, diarrhea, jaundice, or fever, or have boils, infected wounds or sores on hands or arms.

WATER SUPPLY

Hot and cold potable water from an approved source must be provided at the facility.

Water shall be provided by food-grade hose connected to a public water supply fixture. If a public water supply fixture is not available, water must be obtained from an approved source and stored on-site in clean, covered and leak-proof containers with dispensing spouts.

Water may be heated in a coffee urn, on a stove top or other similar method.

SEWAGE AND WASTE WATER

All waste-water must be disposed of in a sanitary sewage system receptacle. Do not discard waste water in a stormwater drain or on the ground.

Each facility without built-in waste collection systems must provide a container with a minimum of 15% greater capacity than the freshwater supply and a tight fitting lid for retention of all waste water prior to disposal.

EQUIPMENT

All equipment must be adequate for its intended use, well maintained and easily cleanable.

Refrigeration units must be capable of holding product at 41°F or below, and must be supplied with an accurate thermometer.

Cooking equipment must be capable of cooking foods to the appropriate temperatures.

Hot holding equipment must be capable of holding foods at 135°F or above.

TRASH

You must supply a leak-proof trash container with a lid.

RESTROOMS

Must be available for employee use.

The Bureau of Health may impose additional requirements or modify or waive requirements at its discretion.

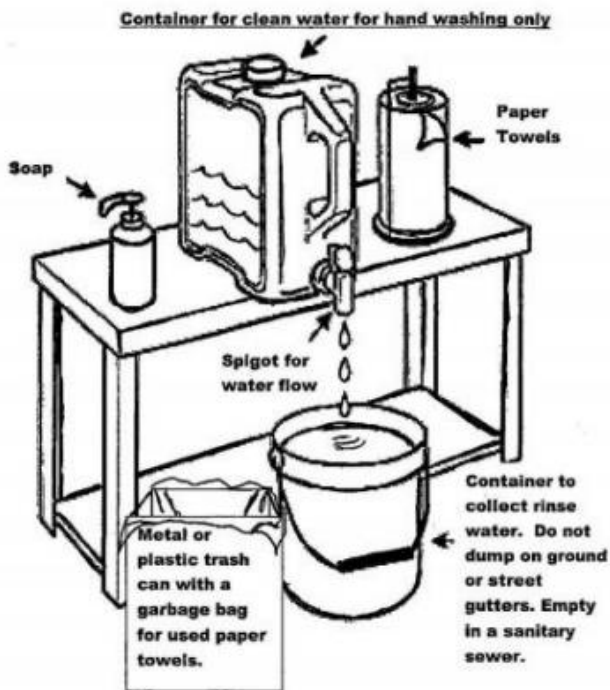
**These guidelines are for your protection and the protection of your customers.
If you have any questions, please contact the Allentown Health Bureau at (610) 437-7759.**



HANDWASHING AT TEMPORARY EVENTS

Proper handwashing facilities must be set-up and functional at all temporary food facilities. Handwashing stations must consist of a mechanical sink, or a container with running water (valve to turn water on/off), a wastewater container, soap, and paper towels. The use of HAND SANITIZER alone is NOT acceptable. In addition, soap pre-placed in a bucket of water is not acceptable.

Examples of proper handwashing stations:



WASH HANDS

Before

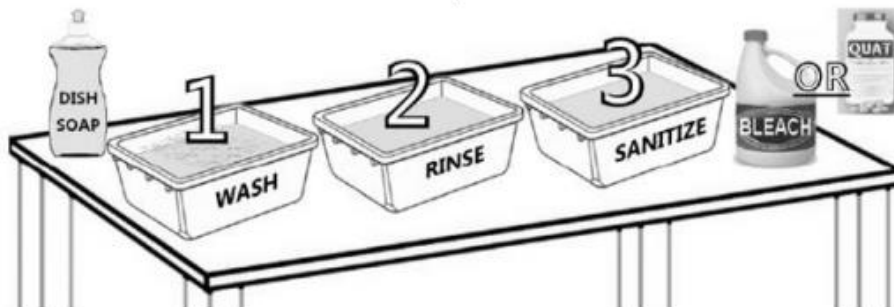
- Starting to work
- Putting on gloves or in between glove changes
- Handling clean dishes

After

- Using the restroom
- Sneezing or coughing
- Eating or drinking
- Smoking
- Handling money
- Emptying garbage
- Any chance of contamination

DISHWASHING AT TEMPORARY EVENTS

To clean and sanitize utensils follow the steps in the order shown below.



For Sanitizing, mix one tablespoon of bleach **OR** one quat tablet in one gallon of water.

**** DO NOT MIX QUAT AND BLEACH TOGETHER!**

Any wiping cloths used must be stored in a separate sanitizing solution for wiping cloths only.





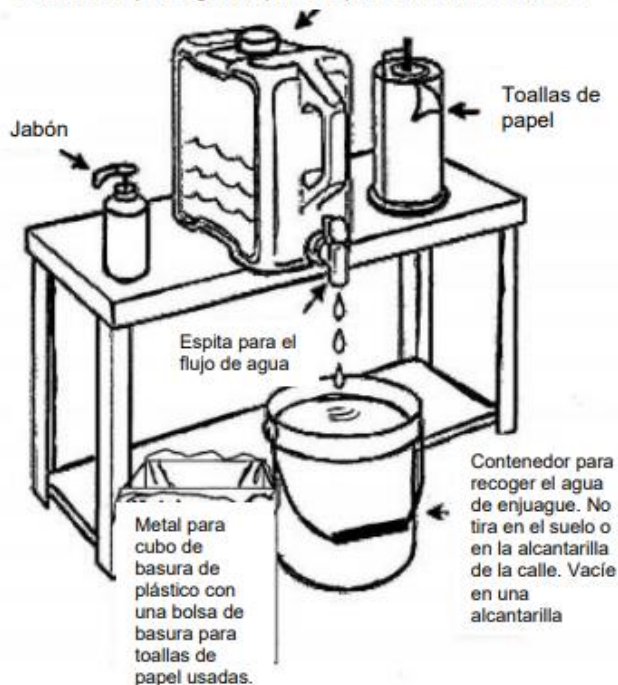
Bureau of Health
Environmental Health Services
 435 Hamilton St., 410 City Hall
 Allentown, PA 18101
 Office: (610) 437-7759
 FAX: (610) 439-5946

LAVADO DE MANOS EN EVENTOS TEMPORALES

Todas las instalaciones de alimentación temporal deben estar configuradas y funcionar adecuadas. Las estaciones de lavado de manos deben consistir en un fregadero mecánico o un recipiente con agua corriente (válvula para encender/apagar el agua), un contenedor de aguas residuales, jabón y toallas de papel. El uso de **DESINFECTANTE PARA MANOS** por sí solo **NO** es aceptable. Además, el jabón pre-colocado en un cubo de agua no es aceptable.

Ejemplos de estaciones de lavado de manos adecuadas:

Contenedor para agua limpia sólo para el lavado de manos



LAVARSE LAS MANOS

Antes

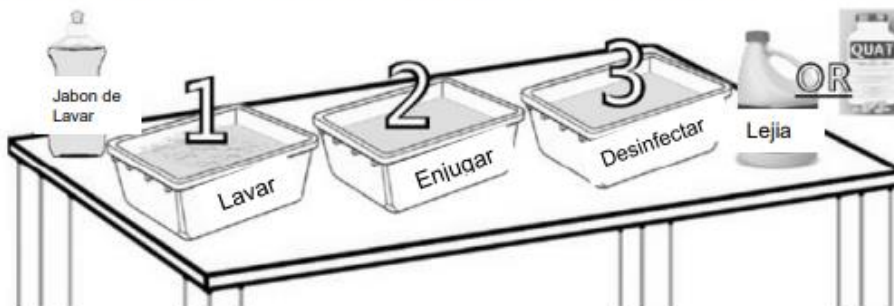
- Empezar a trabajar
- Ponerse guantes o entre los cambios
- Manejo de platos limpios

Después

- Uso del baño
- Estornudar o toser
- Comer o beber
- Fumar
- Manejo de dinero
- Vaciar la basura
- Cualquier posibilidad de contaminación

LAVADO DE PALTO EN EVENTOS TEMPORALES

Para limpiar y desinfectar los utensilios siga los pasos en el orden que se muestra a continuación.



Para desinfectar, mezcle una cucharada de lejía O una tableta de un quat en un gallon de agua.

**** NO MEZCLE QUAT Y LEJIA JUNTOS!**

Los paños de limpieza utilizados deben almacenarse en una solución separada solo para paños de limpieza.



**CITY OF ALLENTOWN
IN-CITY BUSINESS APPLICATION**

GENERAL INSTRUCTIONS: Complete all sections of the Business License application, answering all questions in full. *All applicants must complete Signature Section C.* Mail the completed form to: City of Allentown, Bureau of Revenue & Audit, 435 Hamilton St, Room 215, Allentown, PA 18101. A \$35.00 non-refundable application fee must accompany the application. Applications submitted after 3:30pm will not be processed until the next business day. If you have any questions, please call 610-437-7507.

Section A: This section must be completed for an Incorporated business or by persons who are Self-Employed and by **each Partner** of an unincorporated business. Additional copies of this form are available upon request and on-line at:

www.allentownpa.gov

Business Name		Federal EIN Number	
Legal Name (if different than Business Name)		Business Web Address	
Sole Proprietor or Partner Name		Social Security Number	
Physical Business Address (Do not use PO Box)		Allentown PA	Zip Business Phone
Mailing Address for ALL Business related forms	Contact Person	E-Mail Address	
	Street or PO Box	City	State Zip
Indicate Type of Entity: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Other*:	Business Classification: <input type="checkbox"/> Wholesale <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Manufacturing <input type="checkbox"/> Rental Nature of Business: (detailed description)		

LIST PRINCIPAL OWNERS, PARTNERS OR OFFICERS

Name & Title	Home Address (No PO Box)	Social Security No.	Home Phone

City or Township/School District where you reside? _____ Date Business Started in City of Allentown _____

Date Business Incorporated _____ State of Incorporation _____ Do you, or will you, have amusement devices?
 NO YES, # of Devices _____

Number of Employees (if Sole Proprietor do not count yourself in this number) _____

LIST ALL OTHER CITY OF ALLENTOWN BUSINESS NAMES AND ACCOUNT NUMBERS

Business Name	Account No (QW, MW, EW, SP, RE)

Section B: This section **MUST BE** completed for **ALL** businesses operating in the City of Allentown

Tax Preparer Information	Name:	Telephone No.
	Address:	
	City	State Zip+4
Principal Bank Information	Name:	Telephone No.
	Address:	
	City	State Zip+4

Section C: I hereby certify that the above information and statements are true and correct. I understand that Approval for the above business is contingent upon my compliance with the following departments: Revenue & Audit Bureau, Zoning, Recycling, Fire and Health (where necessary).

Signature	Title:	Date
-----------	--------	------

*Non-Profit Organizations: The City requires a copy of your 501C (IRS non-profit letter)

EDEN Customer #	Business Account #
-----------------	--------------------

CITY OF ALLENTOWN
 IN-CITY BUSINESS APPLICATION (SIDE 2)
 - CITY OF ALLENTOWN USE ONLY -

ZONING APPROVAL & RESTRICTIONS (if any):

Date Approved

RECYCLING APPROVAL & RESTRICTIONS (if any):

Date Approved

FIRE APPROVAL & RESTRICTIONS (if any):

Date Approved

HEALTH APPROVAL & RESTRICTIONS (if any):

Date Approved

- REVENUE & AUDIT USE ONLY -

- BUSINESS APPLICATION INFORMATION -

Business Account No.		Business Privilege Tax	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ref. or Partner Acct. No.
Real Estate Account No.		Business License	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Commercial EIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amusement Tax Device	<input type="checkbox"/> Yes <input type="checkbox"/> No	S.I.C. code
Commercial LST	<input type="checkbox"/> Yes <input type="checkbox"/> No	# of Amusement Devices	<input type="checkbox"/> <input type="checkbox"/>	New For: Qtr. Yr.
Self-Employed EIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	Recycling Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No	City Start Date:
Self-Employed LST	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trash Hauler's License	<input type="checkbox"/> Yes <input type="checkbox"/> No	Work PSD Code
Processed By:		Reference Only Account	<input type="checkbox"/> Yes <input type="checkbox"/> No	Live PSD Code
Process Date:		Incorporated Date:		Incorporated State:

**CITY OF ALLENTOWN
OUT-OF-CITY BUSINESS APPLICATION**

GENERAL INSTRUCTIONS: Complete all sections of the Business License application, answering all questions in full. All applicants must complete Signature Section C. Mail the completed form to: City of Allentown, Bureau of Revenue & Audit, 435 Hamilton St, Room 215, Allentown, PA 18101. A \$35.00 non-refundable application fee must accompany the application. Applications submitted after 3:30pm will not be processed until the next business day. If you have any questions, please call 610-437-7507.

Section A: This section must be completed for an Incorporated business or by persons who are Self-Employed and by **each Partner** of an unincorporated business. Additional copies of this form are available upon request and on-line at:
www.allentownpa.gov

Business Name		Federal EIN Number	
Legal Name (if different than Business Name)		Business Web Address	
Sole Proprietor or Partner Name		Social Security Number	
Physical Business Address (Do not use PO Box)		Zip	Business Phone
Mailing Address for ALL Business related forms	Contact Person		E-Mail Address
	Street or PO Box	City	State Zip
Indicate Type of Entity: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Other*:	Business Classification: <input type="checkbox"/> Wholesale <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Manufacturing <input type="checkbox"/> Rental Nature of Business: (detailed description)		

LIST PRINCIPAL OWNERS, PARTNERS OR OFFICERS

Name & Title	Home Address (No PO Box)	Social Security No.	Home Phone
City or Township/School District where you reside?		Date Business Started in City of Allentown	
Date Business Incorporated	State of Incorporation	Do you, or will you, have amusement devices? <input type="checkbox"/> NO <input type="checkbox"/> YES, # of Devices _____	
Number of Employees (if Sole Proprietor do not count yourself in this number)			

LIST ALL OTHER CITY OF ALLENTOWN BUSINESS NAMES AND ACCOUNT NUMBERS

Business Name	Account No (QW, MW, EW, SP, RE)

Section B: This section **MUST BE** completed for **ALL** businesses operating in the City of Allentown

Tax Preparer Information	Name:	Telephone No.	
	Address:		
	City	State	Zip+4
Principal Bank Information	Name:	Telephone No.	
	Address:		
	City	State	Zip+4

Section C: I hereby certify that the above information and statements are true and correct. I understand that Approval for the above business is contingent upon my compliance with the following departments: Revenue & Audit Bureau, Zoning, Recycling, Fire and Health (where necessary).

Signature	Title:	Date
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*Non-Profit Organizations: The City requires a copy of your 501C (IRS non-profit letter)

EDEN Customer #

Business Account #

CITY OF ALLENTOWN
 OUT-OF-CITY BUSINESS APPLICATION (SIDE 2)
 - CITY OF ALLENTOWN USE ONLY -

ZONING APPROVAL & RESTRICTIONS (if any):

Date Approved

RECYCLING APPROVAL & RESTRICTIONS (if any):

Date Approved

FIRE APPROVAL & RESTRICTIONS (if any):

Date Approved

HEALTH APPROVAL & RESTRICTIONS (if any):

Date Approved

- REVENUE & AUDIT USE ONLY -

- BUSINESS APPLICATION INFORMATION -

Business Account No.		Business Privilege Tax	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ref. or Partner Acct. No.
Real Estate Account No.		Business License	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Commercial EIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amusement Tax Device	<input type="checkbox"/> Yes <input type="checkbox"/> No	S.I.C. code
Commercial LST	<input type="checkbox"/> Yes <input type="checkbox"/> No	# of Amusement Devices	<input type="checkbox"/> <input type="checkbox"/>	New For: Qtr. Yr.
Self-Employed EIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	Recycling Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No	City Start Date:
Self-Employed LST	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trash Hauler's License	<input type="checkbox"/> Yes <input type="checkbox"/> No	Work PSD Code
Processed By:		Reference Only Account	<input type="checkbox"/> Yes <input type="checkbox"/> No	Live PSD Code
Process Date:		Incorporated Date:		Incorporated State: