



## **2020 Food Vendor Application**

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**Any questions, please contact Betsy Kohl**  
**Main Street Manager, Downtown Allentown**  
**Business Alliance**  
**[BetsyK@lehighvalleychamber.org](mailto:BetsyK@lehighvalleychamber.org)**  
**484-226-6323**

# 13<sup>th</sup> Annual Blues, Brews & Barbecue

Saturday June, 13<sup>th</sup> 2020; 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 13<sup>th</sup> Annual Blues, Brews & Barbecue Festival** including great food and drink, amazing Blues music and activities for the entire family. In 2019, this event drew an estimated crowd of over 25,000 guests! 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 Food Vendor Selection Committee will review all applications and select the applicable vendors. Please note: space is limited.** Applications should be submitted to Betsy Kohl at [BetsyK@lehighvalleychamber.org](mailto:BetsyK@lehighvalleychamber.org). Final payment is required once approval is granted.

**The deadline for vendors to submit their applications is Friday, May 29<sup>th</sup>.** Vendors cannot be accepted after that time. Please note, submitting an application does not guarantee your participation at Blues, Brews & Barbecue.

**DABA does not guarantee your financial success at this event and vendor fees are non-refundable for any reason.** The event takes place outdoors and is rain or shine. All proceeds from vendor's sales belong to the vendor and DABA takes no percentage of your sales.

### **PLEASE READ THESE CAREFULLY:**

- **Business Liability Insurance is required; please include proof with this application.** 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 Blues, Brews & Barbecue.
- **Each vendor is provided with one (1) 10x10 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 will have tables available for rent at an additional fee. ***Tables must be ordered in advance of the event.***
- Vendor booth placement is at the discretion of the Downtown Allentown Business Alliance staff and event committee. Vendors will be informed of their location, set up and clean up procedures 1.5 weeks prior to the event.
- We like for 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 amount 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 in the confirmation email. All vendors 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 in pedestrian areas until after event ends and permission from festival staff is given. On the day of the event, vehicles MUST be removed from Hamilton Street by 10:30am.
- **Photos:** Vendors agree to allow Blues, Brews & Barbecue event photographers to take pictures and video of 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 9:30 a.m.** Vehicles MUST be removed from Hamilton Street no later than 10:30 a.m.

**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 Betsy Kohl, 840 Hamilton Street, Suite 205, Allentown, PA 18101.
- If you would like to pay by credit card, call Betsy 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 9:30 a.m. on Saturday, June 13<sup>th</sup>.
  - This will allow for inspection by the Health Department, which is required, 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.** Please remove all trash from your designated area at the end of the festival. Trash and recycling dumpsters will be provided. 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.
- **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 your food license on the day of the event. Vendors must follow proper maintenance of Food Safety (any and all necessary heating, refrigeration, ice, etc.) Form is attached on Page 7 & 8.
- 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. (unless otherwise denoted by specific block.)**
  - In the event of an emergency that requires your early departure, **please contact Betsy Kohl to assist you!** Vehicles will not be permitted to drive on the streets during festival hours. You will need a police escort.

**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. the day of the event.

*I have read the above information and agree to all requirements to be a Food Vendor at the Blues, Brews & Barbecue Festival.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## 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 of 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)	*500 & 600 Block*	700 & 800 Block
Early Registrant Fee: applications received <b>February 5 - 29</b>	\$175	\$225
Regular Fee: applications received <b>March 1 - April 30</b>	\$225	\$275
Late Registrant Fee: applications received <b>May 1 - 29</b>	\$275	\$325
<b>Other Fees</b>		
Additional Space at \$30 for every 5 feet of space	_____ feet	
8 foot tables at \$15 each	_____ x \$15	
Electric <i>(please see booth info for additional information)</i>	\$50	
Water for potable supply <i>(BYO drinking water-safe hose, minimum 50')</i>	\$10	
<b>CHAMBER DISCOUNT: \$25 off for Chamber Members</b>	YES / NO	

*\*Entertainment in the 500 & 600 blocks ends at 8 p.m. Vendors can arrange with staff to leave earlier than 10 p.m. from these blocks after the nearest performance is finished and the crowd has dissipated. Vendors must coordinate with staff in advance in order to leave early.\**

**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 in this application. Please **do not submit payment** to the City until you have been approved by the BBB Committee.*

*Undersigned agrees to pay the above cost to be a Food Vendor at the Blues, Brews & Barbecue Festival once accepted.*

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Vendor Questionnaire:

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

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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!)

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*Please include photo(s) of your set-up. You can email or text Betsy at [betsyk@lehighvalleychamber.org](mailto:betsyk@lehighvalleychamber.org) or at 484-226-6323.*

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

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

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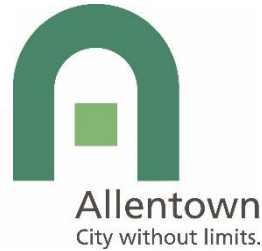
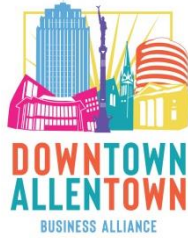
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## Vendor Liability Agreement:

Vendor, as defined below, wishes to participate as a vendor or associate in the 2020 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.

\_\_\_\_\_ 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.

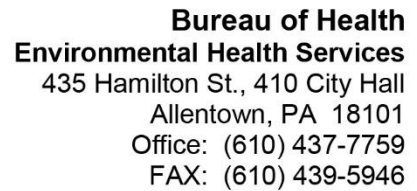
- If you have liability insurance check here (\_\_\_\_)
- If so, provide certificate of insurance naming the Greater Lehigh Valley Chamber of Commerce and the City of Allentown as additionally insured.
- What is the amount of your liability insurance? \_\_\_\_\_ (minimum \$500,000)
- Vendor hereby agrees 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 2020 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: \_\_\_\_\_



## APPLICATION FOR TEMPORARY FOOD SERVICE ESTABLISHMENT LICENSE

**Notice:** All individuals or businesses that operate in the City of Allentown are required to obtain a business license. If you have not already done so, you must complete the Business Registration Questionnaire provided with this application and submit it to the Bureau of Revenue and Audit, 435 Hamilton St., Room 215, Allentown PA 18101. Questions regarding the business registration can be directed to 610-437-7507.

_____ ALLENTOWN FAIR	EVENT DATE/TIME _____
_____ MAYFAIR	TIME OF SET UP _____
_____ BLUES BREWS BBQ	LOCATION _____
_____ OTHER _____	CONTACT NAME _____
	CONTACT PHONE _____

BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

OPERATOR'S NAME \_\_\_\_\_

OPERATOR'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

## DATE APPROVED \_\_\_\_\_

Signature of Applicant

An Equal Opportunity Employer • [www.allentownpa.gov](http://www.allentownpa.gov) • Hearing Impaired – TTY 610.437.7551 • Printed on Recycled Paper

Please remember that all facilities must be operated in accordance with the "Guidelines for Temporary Food Facilities".

## B. FOOD/EQUIPMENT

1. Please list your menu items:

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

☐ Enclosed trailer    ☐ Outdoor Stand    ☐ Indoor Kitchen    ☐ Other (specify) \_\_\_\_\_

3. Will all foods be prepared on-site? (Remember: Except baked goods, home prepared foods are prohibited.)

☐ Yes    ☐ No    If "no", where will foods be prepared? \_\_\_\_\_

4. Will there be electricity available?

☐ Yes    ☐ No

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?

\_\_\_\_\_

7. How will cold foods be kept cold? (below 41°F) (Note: Foods may not be in direct contact with ice; styrofoam coolers are unacceptable.)

☐ Refrigerator    ☐ Insulated Cooler    ☐ Other (specify) \_\_\_\_\_

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

☐ Grill (gas, charcoal or electric)    ☐ Oven    ☐ Other (specify) \_\_\_\_\_

☐ Fryer    ☐ Microwave    \_\_\_\_\_

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

☐ Steam Table    ☐ Chafing Dish/Sterno    ☐ Other (specify) \_\_\_\_\_

☐ Roaster    ☐ Grill    \_\_\_\_\_

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

☐ Sneeze Guards    ☐ Covers    ☐ Other (specify) \_\_\_\_\_



## 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 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.
- **Potentially hazardous 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.
- Potentially hazardous foods must be cooked to heat all parts of the food 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 stuffings must be cooked to **at least 165°F.**
  - **Roasts** (beef, pork, ham) must be cooked to **at least 130°F for 112 minutes or 158°F for 1 second.**
  - **Fruits and vegetables** must be cooked to **at least 135°F.**
  - Use a metal stem probe thermometer to check food temperatures.
- 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 foodhandlers 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 – air-dry** 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 3<sup>rd</sup> step in dishwashing and for sanitizing food contact surfaces. If no sinks are available the solution should be put into a spray bottle or container clearly marked as “sanitizer”. Sanitizer and a sanitizer test kit must be available at all times.
- 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 foodhandler 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.
- At least one employee shall have a current **Food Employee Certification** issued by the PA Department of Agriculture. A copy of the certificate must be present at the temporary facility. Non-profit organizations (churches, youth leagues, civic associations, etc.) are exempt from this requirement.

## **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

Dear Temporary Event Organizer:

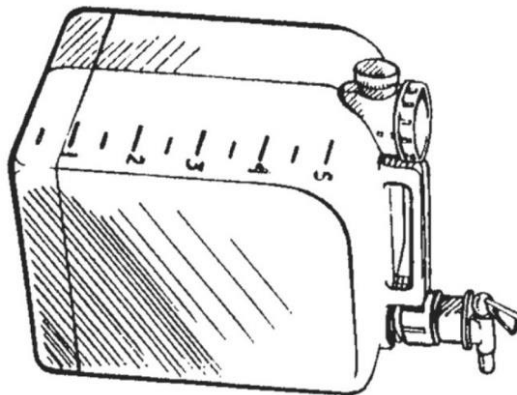
Handwashing is the best way to prevent the spread of illness. The requirements for a food vendor's handwashing station are explained below.

But, what about the patrons at your event? The Allentown Health Bureau would like you to consider providing a handwashing station, separate from the food vendor's, that can be used by the people who are attending your event. Providing a handwashing station for your guests is a simple way to show your appreciation for their patronage.

## **Please help promote better health through HANDWASHING!**

The City's Foodservice Regulations require TEMPORARY FOOD STAND OPERATORS TO PROVIDE AN EMPLOYEE HANDWASHING STATION (clean flowing water, soap and single-service towels and a container to catch the waste water) in their stand. All waste water **must** be discarded properly. Shown below is an example of an acceptable container (available at local retail stores) for clean water if running water is not otherwise available. Open buckets of water for handwashing are not acceptable.

Temporary food service licenses will NOT be issued to any operator who fails to comply with this specific requirement AND those listed in the attached guidelines.



For more information contact:

ALLENTOWN HEALTH BUREAU  
(610) 437-7759

N/ENV PROT/LICENSE/FOOD

**CITY OF ALLENTOWN**  
**OUT-OF-CITY BUSINESS REGISTRATION QUESTIONNAIRE**

**You are:** ☐ **Changing an existing account (OR)** ☐ **Registering a new business** **EFFECTIVE DATE** \_\_\_\_\_

**GENERAL INSTRUCTIONS:** Complete all sections of the questionnaire, answering all questions in full. *All registrants must complete Signature Section C.* Mail completed form to: City of Allentown, Bureau of Revenue & Audit, 435 Hamilton Street, Room 215, Allentown, PA 18101. Any questions, please call 610-437-7507. An application fee of **\$35.00** must accompany the Business Registration Questionnaire.

**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)		City	State	Zip	Business Phone
<b>Mailing Address for ALL Business Related Forms</b>	Contact Person			E-mail Address	
	Street or PO Box		City	State	Zip
<b>Indicate Type of Entity:</b> <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			
		Nature of Business: (detailed description)			

**LIST PRINCIPLE OWNERS, PARTNERS OR OFFICERS**

Name & Title	Home Address	Social Security No.	Home Phone

City or Township/School District where you reside?		Do you, or will you, have amusement devices?  <input type="checkbox"/> NO <input type="checkbox"/> YES, # of devices _____
Date business incorporated	State of Incorporation	
No. of employees (if Sole Proprietor, do not include 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

<b>Tax Preparer Information</b>	Name:		Telephone No.	
	Address:			
	City:	State	Zip	
<b>Principle Bank Information</b>	Name:		Telephone No.	
	Address:			
	City:	State	Zip	

**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: Bureau of Revenue & Audit, Zoning, Recycling, Fire and Health (where necessary). I also understand that it is my responsibility to notify the City of Allentown in writing, or on forms designated by the City, if any of the above information changes, or if my business closes.

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 Acct #

CITY OF ALLENTOWN  
BUSINESS REGISTRATION QUESTIONNAIRE (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 REGISTRATION 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		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: