

SOUTH WHITEHALL TOWNSHIP BUSINESS PRIVILEGE APPLICATION

South Whitehall Township requires anyone conducting business within the Township to obtain a Business Privilege License at a cost of \$10.00 for a new license or \$5.00 for a license renewal should the vendor already hold a current license. This includes all vendors participating in events held at the Pennsylvania Expo Center, 501 Cetronia Road, Allentown, PA 18104.

An application is enclosed for your convenience. Please follow the instructions on Page 1, answering all questions pertaining to the activity performed in the South Whitehall Township. It is most important to list your name, business name, if applicable, business/home address, description of business/profession including products sold or services provided. Before mailing to the Pennsylvania Expo Center, sign the application on Page 3, and then return with \$10.00 fee for a new license. Your application should be received at the Township office no later than two (2) weeks before the event. A license will be sent to you as soon as possible upon approval from our Zoning Office.

Also, the Township collects a Business Privilege Tax. The amount of tax due is calculated on gross receipts (rate of .00150 or 1-1/2 mills (\$1.50 per one thousand dollars) for retail/service business and (.00100 or 1 mill (\$1.00 per thousand dollars) for wholesale business transacted within the territorial limits of the Township. A form will be sent at the end of the year for reporting gross receipts and renewal of the Business Privilege License for the New Year.

**Any questions regarding the enclosed application should be directed to
South Whitehall Township, 4444 Walbert Avenue, Allentown, PA 18104-1699
at 610.398.0401 x 213**

NEW EXHIBITORS

All NEW exhibitors need to fill out the S. Whitehall Township Business Privilege Application. This is not in place of PA sales tax; it is an additional township tax.

If you are a NEW vendor, send your paperwork to us by February 3, 2006 and we'll pay the \$10.00 application fee!

PREVIOUS EXHIBITORS

Vendors who have already conducted business in South Whitehall or participated in our previous BMG shows DO NOT fill out this form!

The township should have sent your 2006 renewal form during the last week of December 2005. If you are planning on participating in any shows at the Pennsylvania Expo Center in 2006, please send in your renewal. **You are responsible for the \$5 renewal fee.**

South Whitehall Township

BUSINESS PRIVILEGE APPLICATION

Answer all questions in full and return Business Privilege Application with license fee of \$10.00. Check should be made payable to "South Whitehall Township". If you are mailing your application, forward to:

Arts & Crafts Festival
of the Lehigh Valley

Attn: Linda Butterweck
Pennsylvania Expo Center
501 Cetronia Road
Allentown, PA 18104

New Vendors:
Send us your application by
2/3/2006 & We will pay the
\$10 fee for you!

BUSINESS NAME _____

PROPOSED BUSINESS LOCATION Pennsylvania Expo Center
501 Cetronia Road Allentown, PA 18104

PRIOR BUSINESS LOCATION _____
**Your Current Business Address*

OWNER'S NAME _____

OWNER'S ADDRESS _____

BUSINESS TELEPHONE NUMBER _____

HOME TELEPHONE NUMBER _____

P.O. BOX NUMBER _____

FOR OFFICIAL USE ONLY

ZONING APPROVAL

DATE: _____

LICENSE # _____

CODE # _____

1. ARE YOU LOCATED IN SOUTH WHITEHALL TOWNSHIP? YES NO
2. DO YOU CURRENTLY PAY BUSINESS PRIVILEGE TAX TO ANOTHER TOWNSHIP, BOROUGH OR CITY? YES NO

IF YES, LIST: ACCOUNT NO. NAME OF CITY, BOROUGH OR TOWNSHIP

3. DO YOU CURRENTLY OPERATE YOUR BUSINESS FROM
YOUR HOME IN SOUTH WHITEHALL TOWNSHIP? YES NO
IF YES, DO YOU HAVE A ZONING PERMIT? YES NO
CONTACT THE ZONING OFFICE AT (610) 398-0401.

4. FROM WHAT LOCATION DO YOU DO YOUR BILLING AND COLLECT
RECEIVABLES? _____

5. IS YOUR BUSINESS CONSIDERED A COMPANY, A PARTNERSHIP, A
CORPORATION, OR ARE YOU AN INDIVIDUAL PERFORMING A SERVICE?
PLEASE EXPLAIN: _____

6. DO YOU HAVE AN EXEMPT TAX STATUS FROM THE IRS? YES NO
IF YES, PLEASE PROVIDE COPY OF IRS/STATE EXEMPTION FORM.

7. FOR TEMPORARY VENDORS ONLY—DO YOU INTEND TO CONDUCT BUSINESS FOR LESS
THAN NINETY (90) DAYS? (INCLUDING AT A HOTEL, CONFERENCE CENTER OR AT
CURBSIDE IN SOUTH WHITEHALL TOWNSHIP) YES NO
IF YES, LIST THE LOCATION, NAME AND DATE(S) OF THE EVENT(S)

8. DESCRIBE YOUR PRINCIPAL BUSINESS OR PROFESSION, INCLUDING PRODUCT OR
SERVICE? _____

9. HOW WOULD YOU BEST DESCRIBE YOUR BUSINESS FUNCTION?
 SERVICE SALES MANUFACTURING

10. IF YOU PROVIDE, OFFER OR PERFORM A SERVICE, PLEASE INDICATE TYPE:
 CONSULTANT HOME
 PROFESSIONAL SERVICE BUSINESS
 OTHER _____ STORE FRONT

GO TO QUESTION #15

15. HAS OWNERSHIP OF YOUR BUSINESS CHANGED WITHIN THE LAST YEAR?

YES NO

IF YES, FROM: _____

TO: _____

16. HAS BUSINESS NAME CHANGED WITHIN THE LAST YEAR?

YES NO

IF YES, FROM: _____

TO: _____

17. CONTACT PERSON'S NAME _____

TELEPHONE NUMBER (HOME) _____

18. LIST THE DATE BUSINESS OPENED IN SOUTH WHITEHALL TOWNSHIP _____

19. WHAT WAS THE NAME AND TYPE OF PRIOR BUSINESS AT THE SOUTH WHITEHALL TOWNSHIP LOCATION?

_____ **N/A- NOT APPLICABLE** _____

20. IS THERE ANY CURRENT OR ANTICIPATED SIGNAGE?

(A PERMIT MAY BE NECESSARY)

_____ **N/A- NOT APPLICABLE** _____

I certify that all information and statements herein are true and correct.

Signature

Title

Date

Return completed Business Privilege Application with payment of license fee in the amount of \$10.00. Check should be made payable to "SOUTH WHITEHALL TOWNSHIP".

Revised December 2001