

2019 Philadelphia Flower Show – Marketplace Vendors Required Documentation

****All Marketplace vendors must complete all the necessary paperwork and send back to the respective PHS team member no later than **January 20th, 2019.*******

The Following is needed to be a vendor at the 2019 Philadelphia Flower show:

- **Business Income and Receipts Tax License for the City of Philadelphia:** to obtain you can go to -- <http://business.phila.gov>
- **PA State Business Registration** – you can register your business by going to -- <https://www.revenue.state.pa.us>
- **Certificate of Insurance** (liability insurance)
 - [Click here](#) for general liability insurance information and requirements
 - [Click here](#) if you need liability insurance for a shorter time due to cost and wish to apply using our online portal
- **Fire Retardant Form** – [download form here](#)
- **Signed Copy of the 2019 Contract that should have been sent to you** – if for any reason you did not get your contract or misplaced it, please reach out to the Marketplace Manager

Food Vendors ONLY (requirements):

- **Aramark Food Sampling Form (if sampling)** – [download form here](#)
 - For the food portions, they must be 2oz sizes or less. For the non-alcoholic beverage portions, they must be 3oz sizes or less. Anyone who is sampling alcohol must also hire an Aramark bartender to pour the product to ensure our standards are being followed. Bartenders are charged at \$185.00 for 1 hour of set up, 2 hours of service and 1 hour of breakdown. Each additional hour of service is charged at \$50.00 per bartender, per hour. Serving sizes are 0.5oz liquor and 2oz beer/wine.

- **Health Department Inspection Form** – to be provided by vendor
- **Temporary Food application** – [download form here](#) & please send back to your marketplace manager with check or money order
****PLEASE NOTE THERE IS A FEE ASSOCIATED WITH THIS FORM AND CAN ONLY BE PAID IN CERTIFIED CHECK OR MONEY ORDER (no business or personal checks)** – Please make payment out to: Phila. Health Dept – EHS

MAIL FORM & MONEY TO:

Meredith Colberg – Marketplace Manager
PHS – 100 N 20th St
5th Floor
Philadelphia, PA 19103

Electrical/Plumbing Needs:

- If you require electric, compressed air, or plumbing/water services to your exhibit space, or have questions about any of that please reach out to **Kathy Errigo** – kerrigo@paconvention.com
- [Click here](#) for more general information