

January 2, 2008

**Re: Instructions for Promoters**

**Dear Sir/Madam:**

**We have been advised that you are the organizer/Promoter of an event and/or temporary sales Kiosk/RMU to be held at a facility within Upper Merion Township. The Township has enacted an Ordinance pertaining to people who do business as a transient merchant or provider of service in the Township. To enable you to comply with the terms of this Ordinance, the following forms are enclosed:**

**A copy of the “Itinerant Merchant Ordinance” and Resolution with fee schedule.**

**The Mercantile/Itinerant License application – please complete with the appropriate number of participants and enclose a list of vendors or fax the information.**

**Also attached is the Amusement License Permit and Amusement Tax return. For instructions on filing the Amusement Tax, please see reverse side of the form. The Promoter’s Amusement Permit fee is \$4.00.**

**A single check must be issued by you, the promoter, in payment of the total fee due for ALL MERCHANTS. Please make check payable to UPPER MERION TOWNSHIP. It will be to your advantage to file all required information as promptly as possible to avoid confusion.**

**If you lease space at either the Court or Plaza for a time, a Use and Occupancy Permit must be obtained from the Codes department of the Township.**

**If you have any questions, call Monday through Friday, 9-5. Thank you for your cooperation for tax compliance.**

**Very truly yours,**

**Marie Lattanze  
511 Business Tax Dept.**

**enc:**

**cc: Wendy Logan, Permit Officer**