



**PCHI Notification and Acknowledgement of  
2023 Vendor Standards Manual (VSM)**

**Name of Parent Company:** \_\_\_\_\_

**Name of all Subsidiaries:** \_\_\_\_\_

Some aspects of the VSM do not pertain to Sub-Vendors, many aspects do. Sub-Vendors should read the Vendor Standards Manual. The VSM applies to all vendor/sub-vendors shipping to all Party City Holdings Inc (PCHI) including its subsidiaries and affiliates which consist of, among others, entities doing business under Party City, Party America, Halloween City, Anagram International, and Amscan tradenames.

\_\_\_\_\_ (Company Name) understands it is our responsibility to complete a Vendor Participation Agreement (VPA) and return to Party City or Amscan in a timely fashion. Vendor is to furnish PCHI with up to date information. Vendor should submit all changes to vendor information on company letterhead signed by an executive. For Party City, changes should be emailed to [vendorrelations@partycity.com](mailto:vendorrelations@partycity.com) or faxed to 973-983-4915. For Amscan, changes should be emailed to [vendorrelations@amscan.com](mailto:vendorrelations@amscan.com) or faxed to 914-784-4302. For Anagram International, changes should be emailed to [vendorrelations@anagramintl.com](mailto:vendorrelations@anagramintl.com) or faxed to 952-949-6491.

\_\_\_\_\_ (Company Name) understands it is our responsibility to provide PCHI with a *Certificate of Insurance* and furnish PCHI with the latest certificate, records, and all applicable documentation. We will replace the Certificate of Insurance if changes or expiration occur. Please refer to the Terms and Conditions, Section 2.

\_\_\_\_\_ (Company Representative) warrants that he/she is authorized to bind \_\_\_\_\_ (Company Name) to the representations contained herein and acknowledges that PCHI is relying on this representation to move forward.

\_\_\_\_\_ (Company Name) has read, understands, and agrees to the Terms and Conditions, Section 2 and all other applicable sections of the VSM.

**Authorized Company Representative (Print Name):** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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

**Contact Information:** \_\_\_\_\_

All vendors that ship direct to Party City retail locations must fax or email this acknowledgement form to 973.983.4915 or [vendorrelations@partycity.com](mailto:vendorrelations@partycity.com).

All vendors that ship to Amscan must fax or email this acknowledgement form to 914.784.4302 or [vendorrelations@amscan.com](mailto:vendorrelations@amscan.com).

All vendors that ship to Anagram International must fax or email this acknowledgement form to 952.949.6491 or [vendorrelations@anagramintl.com](mailto:vendorrelations@anagramintl.com).



**HALLOWEEN CITY**



**Section - 6b (Wholesale)**

## 2023 CPSIA and Safety Requirement Guidelines Acknowledgment

If you have any questions, please contact the respective representative of PCHI's entity anytime.

PCHI Entity \_\_\_\_\_

Vendor Signature \_\_\_\_\_

*Authorized Company Representative*

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Date of Signature \_\_\_\_\_

**Please refer to *PCHI Guidelines for Children's and Other Products* on the website for a summary of specific product safety requirements (Vendor Compliance Guidelines - Wholesale PDF).**

All wholesale vendors in Asia that ship to Amscan must complete and email this acknowledgment form to [vendorrelations@amscan.com](mailto:vendorrelations@amscan.com) or fax to 914-784-4302.

All wholesale vendors in Asia that ship to Anagram International must complete and email this acknowledgment form to Valerie Luebke, Quality Manager at [luebkev@anagramintl.com](mailto:luebkev@anagramintl.com) or fax to 952-949-6470.

All wholesale vendors in North and South America that ship to PCHI must complete and email this acknowledgment form to [vendorrelations@amscan.com](mailto:vendorrelations@amscan.com) or fax to 914-784-4302.

All Full Case vendors that ship to an Amscan Entity must complete and email this acknowledgment form to [vendorrelations@amscan.com](mailto:vendorrelations@amscan.com) or fax to 914-784-4302.