



HALLOWEEN CITY



March 4, 2022

Dear Valued Supplier,

The Vendor Standards Manual (VSM) for Party City Holdings Inc. (PCHI), including its subsidiaries and affiliates which consist of, among others, entities doing business under Amscan Inc, Anagram International, Party City, Party America, Halloween City trade names, has been updated.

For your convenience, all changes to the 2022 VSM have been highlighted in red text.

Since we are a wholesale and retail organization, most sections are divided into the following manner:

Section A – is for vendors that ship directly to our retail locations

Section B – is for vendors shipping to our wholesale locations

Section C – is for our vendors shipping to Halloween City (HC)

If you are a wholesale vendor dealing with only Amscan or Anagram International, you do not need to refer to the retail sections.

The VSM provides information regarding requirements for conducting business with PCHI. Our goal is to receive merchandise and send important business communications according to these published standards.

PCHI is publishing its Annual Supplier Documentation. Please note, there are many updates to the program and materials. To streamline the process, we have combined our documentation requirements as detailed below.

The previous VSM and any existing Federal, State or Local laws, as well as current corporate guidelines and safety protocols, remain in effect until the new VSM and related documents are signed and executed or until mutually cancelled by both parties.

The PCHI Vendor Standards Manual (VSM) is available on-line at portal.amscan.com. Please review all sections of the 2022 VSM thoroughly as there have been changes to most sections. Contact vendorrelations@amscan.com if you have any issues accessing the Vendor Portal.

All vendors must acknowledge their agreement with the VSM prior to accepting a purchase order from either the Retail or Wholesale organization using the acknowledgment form on the last page of this letter (also found in the introduction section of the 2022 VSM).

All vendors should also sign and return the CPSIA Acknowledgment, and PCHI requires all vendors to maintain a valid Certificate of Insurance (COI) to be renewed annually, as found in section 28 of the VSM.

The VSM must be accepted on the Vendor Portal, the VSM Acknowledgment must be completed, signed and returned no later than March 18, 2022.

If you have any questions regarding the 2022 VSM, please contact Vendor Relations at vendorrelations@amscan.com.

Notwithstanding anything contained herein to the contrary, Vendor understands, acknowledges, and agrees that the rights and responsibilities as set forth herein apply retroactively to the date of the first shipment of the products to Party City pursuant to a valid purchase order, as applicable.



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CHANGES TO 2022 VSM

If you recently submitted 2021 documentation, **new 2022 signed versions are required**, as the information requested has been updated.

Documents will be published to your vendor portal account; a notification email alert will be sent to the designated portal contact. Instructions for submission and contact information for each document is accessible in the portal. Additional information is available in the portal Reference tab. The 2022 documents require the signature of the Company Officer as named in the VPA.

All documentation is due back by March 18, 2022

Note the following 2022 documents required:

1. Vendor Participation Agreement (VPA) – NEW PROCESS

- **All Vendors must return a new 2022 VPA even if information remains unchanged from 2021.**
- There are additional fields added which will require information being filled in.

2. Vendor Standards Manual (VSM) – Vendors must sign a digital 2022 VSM acknowledgment.

Note the following 2022 Updates:

- New PO Issuance and Process Information – (Section 3b)
- New Product Quoting Process and Form – (Section 3b, actual Form example in Appendix)
- New Sample Approval Process – (Section 3b)
- New Master Carton Corrugate Quality Information – (Section 5b)
- New Carton Drop Test – (Section 5b)
- New CONEG/TPCH Requirement – (Section 5b)
- New Production Sample Testing Process – (Section 6b)
- New Production Inspection Process – (Section 6b)
- New List of Product Regulatory Safety and Quality Tests and Legislation, including Electrical and Electronic Products - (Section 6b)
- New Section on Animatronics – (Section 6b)
- New Section on Container Loading Security & Container/Trailer Damage – (Section 7b)
- New Section on Refrigerated Containers and related Product – (Section 7b)
- New Transportation Routing Guide – (Section 8a,b,c)
- New Accounts Payable Information – (Section 9b)
- New Terms and Conditions – (Section 2)
- Updated Code of Business Practices including all Due Diligence Documents below in pt.6 – (Section 1b)
- Updated Contacts Information – (Section 11)
- Updated Partycity.com Web Fulfillment Center Information (Section 12)
- Updated Quote Forms, Julian Dates and other Reference Documents – (Appendix)

3. VSM Acknowledgment

4. CPSIA Safety and Requirements Guidelines Acknowledgment

5. Certificate of Insurance (COI) – Renewal required at policy expiration date (2022 Guidelines)

6. Due Diligence Documents

- PCHI Vendor Anti-Corruption Certification
- PCHI Third Party Due Diligence Questionnaire
- PCHI City Anti-Corruption Policy

We appreciate your prompt attention to completing and submitting these important documents.

Thank you for your continuing partnership,
Amscan Vendor Relations



**PCHI Notification and Acknowledgment of
2022 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 or faxed to 973-983-4915. For Amscan, changes should be emailed to vendorrelations@amscan.com or faxed to 914-784-4302. For Anagram International, changes should be emailed to 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 acknowledgment form to 973.983.4915 or vendorrelations@partycity.com.

All vendors that ship to Amscan must fax or email this acknowledgment form to 914.784.4302 or vendorrelations@amscan.com.

All vendors that ship to Anagram International must fax or email this acknowledgment form to 952.949.6491 or vendorrelations@anagramintl.com.