



City of Philadelphia Department of Licenses and Inspections

Promoter Registration

Fee: \$41.00

The Promoter Registration fee is a one-time fee payable prior to the first promoted event.

DEPARTMENT OF LICENSES AND INSPECTIONS
CUSTOMER CARE UNIT, PUBLIC SERVICE CONCOURSE
1401 JOHN F. KENNEDY BOULEVARD
PHILADELPHIA, PA 19102-1687

USE A SINGLE CHECK FOR ALL FEES, PAYABLE TO
"CITY OF PHILADELPHIA"

PROMOTER REGISTRATION NUMBER (OFFICE USE ONLY):

1. REGISTRATION TYPE: INITIAL UPDATE

PROMOTER REGISTRATION INFORMATION

2. NAME OF BUSINESS

3. BUSINESS OWNER (FULL NAME)

4. MAILING ADDRESS (PO BOXES ARE NOT ACCEPTABLE)

5. WORK PHONE NUMBER

6. MOBILE PHONE NUMBER

7. E-MAIL ADDRESS

8. COMMERCIAL ACTIVITY LICENSE NUMBER

9. WEBSITE (IF ANY)

10. APPLICATION CERTIFICATION

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses as a result of my false application, and such other penalties as may be prescribed by law.

Applicant Signature _____

Date _____

How to Complete the Promoter Registration Form

For more information call 311 or (215) 686-8686

The Promoter Registration form must be completed and approved to become a registered promoter in the City of Philadelphia, in accordance with Ordinance 100267-AA. The \$41.00 registration fee is payable, providing the applicant's Commercial Activity License is active and unrevoked.

1. Registration Type. If this is your initial Promoter Registration, check the "INITIAL" box as the Registration Type. YOU ARE REQUIRED TO KEEP YOUR REGISTRATION WITH THE DEPARTMENT UP-TO-DATE. Please use this same form, and check the "UPDATE" box as the Registration Type. There is no additional fee required.

2. Name of Business. Provide the legal name of the organization to which the Promoter Registration is to be issued. Full legal name must be used. Abbreviations cannot be accepted.

3. Business Owner. Provide the full legal name of the person to whom the Promoter Registration is to be issued. Full legal name must be used; initials and last name cannot be accepted.

4. Mailing Address. Provide the full address for the organizations. PO Boxes cannot be accepted.

5, 6. Work and Mobile Phone Number. Provide the owner's work or office phone number and mobile phone number.

7. E-Mail Address. Provide the owner's email address. This is required to complete the registration.

8. Commercial Activity License. Provide the OWNER'S Commercial Activity License. This number will be cross referenced to the Promoter Registration Number. If you do not have a Commercial Activity License, you must apply for one prior to requesting a Promoter Registration number.

10. After completing the form, please sign, date, and submit to the address provided along with any fees due.