

Within this Vendor Standards Manual (VSM) you will find a set of performance expectations. Rather than being all-inclusive, our expectations are intended to better define elements of your role in servicing our organization. They do not replace good business practices, legal requirements or the need to use common sense when managing our business. The Vendor Standards Manual covers vendor requirements for Amscan Holding Inc (AHI) and its subsidiaries which include both corporate and franchise retail locations. These standards will be supplemented from time to time.

## Vendor Participation Agreement (VPA)

AHI maintains a vendor database containing payment terms and contact information. Contact information includes a primary contact person as well as contacts in sales, accounts receivable, marketing, logistics, and EDI. Each contact must include first and last name, address, phone, fax, and e-mail address. It is the responsibility of each vendor to ensure all information contained in this database is accurate by completing a Vendor Participation Agreement (VPA).

If a vendor does not have a completed VPA on file, the vendor should request a blank VPA to fill out by contacting [vendorrelations@partycity.com](mailto:vendorrelations@partycity.com) or [vendorrelations@amscan.com](mailto:vendorrelations@amscan.com).

The VPA form review will occur once a year.

## Changes to Vendor Information

Documentation must be on company letterhead and signed by a senior officer of your company. All changes must be received 14 days prior to their effective date.

Changes would include, but are not limited to:

- Change in Company Name or address (Remittance, shipping, or Return to Vendor addresses)
- Start, change or termination of a factoring relationship
- Change in company ownership: If a change in ownership occurs and the new owner is not currently in our vendor file as an authorized vendor, the company will be considered a new vendor and may be required to complete a *New Vendor Package (NVP)*.
- Change in legal structure
- Bankruptcy Filings

The letter communicating changes must contain the following information:

- Your company name and Party City/Party America/Amscan vendor number
- Statement of the change being communicated
- Signature of a senior officer or agent

Do not send any vendor updates or changes to store locations. Store personnel cannot approve or process any vendor changes.

Changes related to factoring relationships must include:

- Written or e-mailed confirmation from the factor terminating the relationship.
- Written or e-mailed confirmation from the new factor (if applicable).
- Effective date and authorization to release payment to the new factor.

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 fax to # 914-345-3886



**AHI reserves the right to hold payments pending receipt of this documentation.**

## **Non-Merchandise**

For all Non-Merchandise related issues, standards and guidelines can be found in a separate manual distributed by the Construction/ Facilities team. Freight collect vendors must still adhere to guidelines set in the Transportation Routing Guide section (6) of this manual.



## AHI Notification and Acknowledgement of 2008 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 Amscan Holdings Inc (AHI) including its subsidiaries and affiliates which consist of, among others, entities doing business under Party City, Party America, The Paper Factory, Gags and Games, 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 AHI 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 # 914-345-3886

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

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

Company Representative:

\_\_\_\_\_

Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Contact Information:

\_\_\_\_\_

\_\_\_\_\_

All vendors that ship direct to 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 acknowledgment form to 914-345-3886 or [vendorrelations@amscan.com](mailto:vendorrelations@amscan.com).