

Resource Guide for Entrepreneurs

Serving the Innovative and Independent in
Lancaster County, Pennsylvania

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Dr. Ira Wolfe, chairman

LancasterPROSPERS™
Leading with Vision

Countywide in scope, LancasterProsper serves as a visionary and strategic roadmap for the region's economic future.

100 South Queen Street • Lancaster, PA • 17608-1558 • 717-397-4046

Associations

Junior Achievement

1322 Loop Road
Lancaster, PA 17601
Phone: 717-397-5779
Website: www.centralpa.ja.org

Description: Our purpose is to educate and inspire young people to value free enterprise, business and economics to improve the quality of their lives.

Bar Coding

Uniform Code Council Inc.

7887 Washington Village Drive, Suite 300
Dayton, OH 45459
(937) 435-3870
www.uc-council.org

Description: This group is the authority on uniform bar coding, any information concerning this can be obtained by contacting them.

Business Formation

Pennsylvania Department of State, Corp. Bureau

206 North Office Buding
Harrisburg, PA 17120
(717)787-1057, (717)772-1573 fax
www.dos.state.pa.us

Description: Their mission is to promote the integrity of the electoral process, and provide the initial infrastructure for economic development through organizations and transactions.

Pennsylvania Center for Entrepreneurial Assistance

Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120
(800) 280-3801
www.paopen4business.state.pa.us

Description: An excellent website that offers entrepreneurs the ability to gather the information they may need to operate a business successfully in Pennsylvania.

Business Licenses

Department of Licenses and inspections

1600 Arch Street
Philadelphia, PA 19104
(215) 686-2490 , (215)656-2496 fax

Description: For all information concerning the various types of licenses a business may require and information pertaining to inspections, this is an excellent resource.

Business Names

Commonwealth of Pennsylvania Department of State

206 North Office Building
Harrisburg, A 17120
(717) 787-1057
www.dos.state.pa.us/corp.

Description: It is important to make sure that the name of your business is not already a registered name in use. To check that it is not contact your County Recorder, for more information contact this website.

Business Plans

Service Corps of Retired Executives (SCORE)

313 West Liberty Street
Lancaster PA 17603
Phone: 717 397-3092
Website: www.scorelancaster.org

Description: The Service Corps of Retired Executives, sponsored by the SBA, is a volunteer organization that matches business management counselors with prospective or existing small business owners. They offer mentoring, training seminars and online counseling.

Kutztown University SBDC

999 Berkshire Blvd.
Wyomissing, PA 19610
Phone: 610-375-4221
Website: www.sbdc.kutztown.edu

Description: Provide assistance to start-up and existing businesses through classes and one-on-one counseling in conjunction with Kutztown University College of Business. The SBDC helps businesses through every stage of development, from business planning to marketing, to funding, to management.

Business Resources/Counseling

Elizabethtown Chamber of Commerce

3367 Mill Road
Elizabethtown PA 17022
Phone: 717-361-7188
Website: www.elizabethtowncoc.com

Description: Services for members include: business development seminars, marketing and networking events.

Ephrata Area Chamber of Commerce

77 Park Avenue
Ephrata, PA 17522
Phone: 717 738-9010
www.ephrata-area.org

Description: The Chamber provides networking and promotional opportunities for businesses of all sizes through mixers, meetings, and events. In addition, the Chamber holds an annual Business Expo, distributives a tourism brochure for Northern Lancaster County, and services as a Visitors' Center for the Area. Membership has many other benefits, including health insurance for all sizes of companies.

James St. Improvement District

206 West James St
Lancaster, PA 17603
Phone: 717 394-0783
Website: www.jsidlancaster.org

Description: The James Street Improvement District builds effective partnerships to maintain a clean and safe environment and to promote, plan and advocate for a growing, diverse, urban community in Northwest Lancaster.

Kutztown University SBDC

999 Berkshire Blvd.
Wyomissing, PA 19610
Phone: 610-375-4221
Website: www.sbdc.kutztown.edu

Description: Provide assistance to start-up and existing businesses through classes and one-on-one counseling in conjunction with Kutztown University College of Business. The SBDC helps businesses through every stage of development, from business planning to marketing, to funding, to management.

Lancaster Chamber of Commerce & Industry

100 S. Queen Street
Lancaster, PA 17603
Phone: 717 391-3531
Website: www.lancasterchamber.com

Description: County-wide business organization with over 3,000 members. To meet the needs of its members, it offers marketing opportunities, information, training, value-added, niche groups, events, business recognition, advocacy and workforce assistance, all with the aim of fostering a positive economic business climate in Lancaster County.

Library System of Lancaster County

1866 Colonial Village Lane
Lancaster, PA 17601
Phone: 717 207-0500
Website: www.lancasterlibraries.org

Description: Biz Info to Grow: BIG is a partnership between the Library System of Lancaster County and the Lancaster County Planning Commission, and is designed to assist small business start-ups, entrepreneurs and existing business with their business information needs. Business information centers are located at the Lancaster County Library on Duke Street, as well as the public libraries in Elizabethtown, Ephrata, Lititz and Quarryville. Print reference resources include a wide range of materials designed to assist with writing a business plan. Circulating books are available on practical topics for starting and running a business. Powerful electronic databases include Dun & Bradstreet Million Dollar Database, Mergent Online, Nexis, Reference USA, Standard & Poor's NetAdvantage. The County Planning Commission can assist with information pertaining to zoning, permitting, site location and detailed demographic data, along with access to Dodge Construction Reports and the county's Geographic Information System. The services are provided free-of-charge.

Lancaster Downtown Investment District

44 North Queen Street
Lancaster PA 17603-3816
Phone: 717 399-7977
Fax: 717 399-8355
Website: <http://www.downtownlancaster.com>

Description: The DID is a nonprofit municipal authority which is dedicated to the continued economic vitality of downtown Lancaster. The DID operates under the Central Business District Authority Act which was signed into law by Governor Dick Thornburgh in 1980. This law allows downtowns, with the prior approval of property owners, to set up special assessment districts like the DID which provide a reliable and equitable source of funding for downtown management programs.

Lancaster Industrial Development Authority

120 North Duke Street
Lancaster, PA 17604
Phone: 717 291-4760
Website: www.cityoflancasterpa.com

Description: LIDA is organized as an instrumentality of the Commonwealth to issue revenue bonds for development projects approved by the Secretary of the Department of community and Economic Development. The proceeds of the bonds are loaned to the borrower or entity developing the project. A bank agrees to provide a letter of credit for the project.

Manheim Area Chamber of Commerce

210 South Charlotte Street
Manheim PA 17545
Phone: 717 665-6330
Website: www.manheimchamber.com

Description: This chamber was established in 1960 to promote the business community in the borough of Manheim, Penn and Rapho Township. With that goal in mind, the board of directors holds a monthly meeting, open to all members, to discuss current issues confronting our area. Periodically we sponsor meetings with our state and u.S. Representatives during which they update us on the important issues before their legislative bodies. We continue to monitor the Lancaster County Comprehensive Growth activities/projects include an annual banquet, seminars, mixers, and the "Welcome to Manheim" signs on the north and east sides of the borough.

MANTEC Inc.

227 West Market Street
York, PA 17045
Phone: 665-6330
Website: www.mantec.org

Description: MANTEC is a private, nonprofit organization that works with small and medium-sized manufacturers to identify opportunities for continuous improvement. A staff of manufacturing professionals and service providers offers access to specialized programs and initiatives designed to help manufacturing firms successfully compete in a constantly changing marketplace.

Mount Joy Area of Chamber of Commerce

15 Marietta Avenue
Mount Joy, PA 17552
Phone: 717 653-0773

Description: The Chamber provides networking and promotional opportunities for businesses of all sizes through mixers, meetings, and events.

PA Open for Business (Commonwealth)

Website: <http://www.paopen4business.state.pa.us/paofb/site/default.asp>

Description: This web site gives entrepreneurs "one door" access to business information. Entrepreneurs can explore financial options, download many of the important forms necessary to start and expand a business, and electronically register a business with the Pennsylvania Departments of Labor and Industry, Revenue, and State.

PA Women's Business Center

P.O. Box 524

31 West Orange Street

Lancaster, PA 17608-0524

Phone: 717 393-2351

Website: <http://www.commfirstfund.org/locations.htm>

Description: This new division of Community First Fund is designed to provide training, consultation, loan capital and advocacy support for new and existing business owners.

PA Chamber of Business & Industry

One Commerce Square

Harrisburg PA 17101

Phone: 800-225-7224

Website: www.pachamber.org

Description: Business advocacy, business management, financial products, human resources, printing services, shipping services, telecommunications and web development. The PA Chamber is the state's largest broad-based organization through which businesses of all sizes work together on legislation and regulatory issues that affect the Commonwealth's economic and job climate. The Chamber's professional staff is available to help businesses understand complex state regulations, legislative issues, bills and laws and to act as a forum advocacy.

Service Corps of Retired Executives (SCORE)

313 West Liberty Street

Lancaster PA 17603

Phone: 717 397-3092

Website: www.scorelancaster.org

Description: The Service Corps of Retired Executives, sponsored by the SBA, is a volunteer organization that matches business management counselors with prospective or existing small business owners. They offer mentoring, training seminars and online counseling.

Spanish American Civic Association

545 Pershing Avenue

Lancaster, PA 17602

Phone: 717 397-6267

Website: <http://www.sacapa.org/>

Description: SACA is Human Services... SACA's extensive human services network is neighborhood based and operated by a group of dedicated bilingual professionals and talented community residents providing a vital link within the Latino community. Our clients are able to access a wide variety of needed services they would otherwise find difficult to receive.

Susquehanna Valley Chamber of Commerce and Visitors Bureau

445 Linden Street
Columbia, PA 17512
Phone: 717 684-5249
Website: www.parivertowns.com

Description: Our Chamber covers three large areas of the Susquehanna River Valley region. We cover Marietta, Columbia, and Wrightsville. We are made up of several different types of businesses - which provide an entertaining and relaxing visit to our area.

The Family Business Center at Elizabethtown College

One Alpha Drive
Elizabethtown, PA 17022-2298
Phone: 31 West Orange Street
Website: <http://www.etown.edu/family/>

Description: The Center provides family businesses with the opportunity to address and resolve their succession, management, ownership and strategic issues. The organization seeks to support and strengthen family businesses, whether in their first, second, or third generation.

The National Development Council

51 E. 42nd Street, Suite 300
New York, NY 10017
Phone: 212-682-1106
Website: <http://www.nationaldevelopmentcouncil.org/>

Description: GAF provides SBA-guaranteed credit to small businesses in partnership with client communities throughout the country. It operates as a community development bank to support the creation or expansion of eligible small businesses in underserved urban or rural areas, and of minority- or women-owned businesses.

U.S. Small Business Center

100 Chestnut Street
Harrisburg PA 17101
Phone: 717 782-3810
Website: www.sba.gov

Description: A small, independent federal agency of the US government that gives, aid, counsel, assists and protects the interests of small business concerns. It preserve free competitive enterprise and maintain and and strengthen the overall economy of the nation.

U.S. Dept of Agriculture Rural Development

2120 Cornwall Road
Lebanon, PA 17402
Phone: 717 272-3908
Website: www.rurdev.usda.gov/pa

Description: To enhance the ability of rural communities to develop, to grow and improve the quality of life by targeting financial and technical resources in areas of greatest need through activities of greatest potential.

Workforce Investment Board

313 West Liberty St.
Lancaster, PA 17603
Phone: 717-735-0333
Website: <http://www.jobs4lancaster.com/>

Description: It is the mission of the Lancaster County Workforce Investment Board to coordinate, develop, and maintain an effective and responsive system of programs and services that integrates the needs of employers for an ample and productive workforce with the needs of Lancaster County residents for meaningful work that enhances their quality of life.

Education

HACC Entrepreneurial Development Center

Penn Center 3, Room 237
Harrisburg PA 17110
Phone: 717 221-1311
Website: www.hacc.edu

Description: Entrepreneurial training and individual counseling for start up and early stage businesses.

Lancaster County Career & Technology Center

1730 Hans Herr Drive
Willow Street, PA 17584-0527
Phone: 717 464-7053
Website: www.lcctc.org

Description: Based on identified occupational needs, the mission of the Lancaster County Career & Technology Center is to prepare high school students and adults to be academically competent, to be occupationally proficient for employment, and to have a sound foundation for continued learning.

Lancaster County CareerLink

1016 North Charlotte Street
Lancaster, PA 17603
Phone: 717 509-5613
Website: www.pacareerlink.state.pa.us

Description: Cooperative effort to provide one-stop delivery of career services to job seekers, employers, and other interested individuals, and to provide access to employment, education and training resources.

Thaddeus Stevens College of Technology

750 East King Street
Lancaster, PA 17602-3198
Phone: 717 391-3598
Website: www.steventech.org

Description: The mission of Thaddeus Stevens College of Technology is to offer a two-year technical education to academically qualified students of Pennsylvania. The college serves financially disadvantaged and non-scholarship students as well as indigent orphans. Stevens, a residential college, prepares students for skilled employment and full, effective lives as citizens of the community, the Commonwealth, and the nation. Stevens is committed to lifelong learning, community outreach, and economic development by contributing to the technical workforce of Pennsylvania.

Employer identification Number

Philadelphia, PA
(215) 516-3990

Marketing/Data Resources

PPL Economic Development

Enter a search radius for select sites and G.I.S. technology brings up comprehensive information on; workforce, income, top employers, education and more.

Website: www.ppleconomicdevelopment.com

Library System of Lancaster County

1866 Colonial Village Lane
Lancaster, PA 17601
Phone: 717 207-0500
Website: www.lancasterlibraries.org

Description: Biz Info to Grow: BIG is a partnership between the Library System of Lancaster County and the Lancaster County Planning Commission, and is designed to assist small business start-ups, entrepreneurs and existing business with their business information needs. Business

information centers are located at the Lancaster County Library on Duke Street, as well as the public libraries in Elizabethtown, Ephrata, Lititz and Quarryville. Print reference resources include a wide range of materials designed to assist with writing a business plan. Circulating books are available on practical topics for starting and running a business. Powerful electronic databases include Dun & Bradstreet Million Dollar Database, Mergent Online, Nexis, Reference USA, Standard & Poor's NetAdvantage. The County Planning Commission can assist with information pertaining to zoning, permitting, site location and detailed demographic data, along with access to Dodge Construction Reports and the county's Geographic Information System. The services are provided free-of-charge.

Lancaster County Planning Commission

50 North Duke Street
Lancaster, PA 17608-3480
Phone: 717 299-8333
Website: www.co.lancaster.pa.us/planning.html

Description: The Community Planning Division specializes in supporting the planning programs of municipal governments and implementation of the County Comprehensive Plan. This division provides direct planning assistance to municipal governments in such areas as comprehensive planning, zoning, subdivision and land development, housing planning, infrastructure planning, and municipal planning program implementation and administration. Additionally, the division administers the Lancaster County Subdivision and the Land Development Ordinance for twenty-four of the County's municipalities and supports multi-municipal comprehensive planning efforts, which are funded by the Board of County Commissioners.

Family Owned Businesses

Center for Family Owned Business

313 West Liberty Street
Lancaster, PA 17603
Phone: 717 391-6840
Website: <http://www.businessesforsale.com/servicesDirectory/2592/branchDetail.aspx>

Description: At Strategic Business & Commercial Brokers, LLC (SBC), we are a professional firm that assists owners of privately held businesses who would like to sell their companies, or may need some consulting to help evaluate their business or achieve a better bottom line. We match buyers and sellers and can assist with buying a business, finding a partner and arranging mergers and acquisitions. We have nationwide access to individuals, corporations, and investment groups that are seeking to buy companies. We handle hospitality, retail, manufacturing, consumer services and commercial real estate with staff members specializing in their areas of expertise.

The Family Business Center at Elizabethtown College

One Alpha Drive
Elizabethtown, PA 17022-2298
Phone: 717 361-1275
Website: <http://www.etown.edu/family/>

Description: The Center provides family businesses with the opportunity to address and resolve their succession, management, ownership and strategic issues. The organization seeks to support and strengthen family businesses, whether in their first, second, or third generation.

Financing

ASSETS –

237 N. Prince St., Lancaster PA 17603
Phone: 717 393-6089
Website: www.gross-roots.org/usa/assets.shtml

Description: ASSETS assists would-be entrepreneurs of low and middle income in Lancaster County to realize their goal of self employment and economic independence. The main focus is a rigorous fee-based 13 week training course that covers basic business principles, marketing, finance, management, operations, legalities, taxes.

Community First Fund

P.O. Box 524
Lancaster, PA 17608
Phone: 717 393-2351
Website: www.commfirstfund.org/index.htm

Description: The mission of Community First Fund is to create economic opportunities and stronger communities throughout Central Pennsylvania with affordable loans, one-on-one business counseling, and business training courses. These services are provided to low-income populations and underserved communities. Community First Fund is a U.S. Small Business Administration micro lender.

EDC Finance Corporation

100 S. Queen Street
Lancaster, PA 17608-1558
Phone: 717 – 397-4046
Website: www.edcfinancecorp.com

Description: The EDC supports important economic development projects within Lancaster County. EDC is certified as both an Industrial Development Corporation and an Area Loan Organization by the Commonwealth of Pennsylvania. They help existing businesses to grow and expand and also serve as a first point of contact for businesses interested in expanding or relocating into Lancaster County.

Governor's Action Team of PA (DCED)

400 North Street

Harrisburg, PA 17120

Phone: 717 787-8199

Website: www.inventpa.com

Description: Lead agency in Pennsylvania government for small business development. Aim is to enhance the entrepreneurial vitality of the Commonwealth and build an environment which encourages creation, expansion and retention of successful small businesses. Visit the website for information on starting a business in PA, business assistance, financing, international trade, workforce development and more.

Lancaster Angel Network

128 East Grant Street

Lancaster PA 17603

Phone: 717-293-5151

Website: <http://www.venture-forum.org/AngelList.html>

Description: The Lancaster Angel Network (LAN) is a loosely organized group of accredited investors. The group meets the second Tuesday of every month to listen to businesses pitch their opportunities for investment. LAN is also a member of the newly formed PA Angel Network, consisting of more than 20 similar groups across the entire state.

Legal Structure

Legal Structure for Your Business (<http://home.inreach.com/sbdc/operating/intro.html>)

Small Business Law Center

(<http://www.nolo.com/lawcenter/index.cfm/catID/19B45DBF-E85F-4A3D-950E3E07E32851A7>)

Patents and Trademarks

Patent and Trademark Office

Arlington, VA 22202

(703) 308-4357

Description: Trademarks are names or symbols used in any commerce that is subject to regulation by state government or the U.S. Congress. To register a trademark contact this group.

U.S. Copyright Office

U.S. Library of Congress

James Madison Memorial Building

Washington, D.C. 20559

(202) 707-3000

Description: For general information concerning copyrights contact this group.

Business Assistance, Training and Mentoring

ASSETS Lancaster–

237 N. Prince St., Lancaster PA 17603

Phone: 717 393-6089

Website: www.gross-roots.org/usa/assets.shtml

Description: ASSETS assists would-be entrepreneurs of low and middle income in Lancaster County to realize their goal of self employment and economic independence. The main focus is a rigorous fee-based 13 week training course that covers basic business principles, marketing, finance, management, operations, legalities, taxes.

BASE

447 South Prince Street

Lancaster, PA 17603

Phone: 717 509-1730

Website: www.baseinc.org

Description: BASE manages the Lancaster Entrepreneurial Development Program, which provides ongoing counseling, direction, mentorship, and technical support to individuals throughout the city and county of Lancaster who are considering startup or expansion of businesses.

SCORE

313 W. Liberty Street, Ste 231

Lancaster PA 17603

Phone: (717) 397-3092

Fax: (717) 481-7637

Email: scorelancaster@verizon.net

Website: www.scorelancaster.org

Description: The Lancaster County Chapter of SCORE offers confidential, free business counseling as well as free or low-cost business workshops, seminars and publications in Lancaster County, Pennsylvania. SCORE is a resource partner with the U. S. Small Business Administration. We are a national, nonprofit association of volunteers dedicated to aiding in the formation, growth and success of small business.

Technology Based Companies

Ben Franklin Technology Partners

777 West Harrisburg Pike

Middletown, PA 17057

Phone: 717 948-6339

Website: www.cnp.benfranklin.org

Description: Single state technology development program that provides flexible financing and investment opportunities for technology-oriented businesses. Provides university-based support to new and existing businesses in hi-tech industries.

PENNTAP

117 Technology Center
University Park, PA 16802
Phone: 814-865-0427

Description: PENNTAP helps Pennsylvania companies improve their competitiveness by providing a limited amount of free technology assistance and information to help resolve specific technical questions or needs.

State and Federal Tax Requirements

Pennsylvania Department of Revenue

1400 Spring Garden Street, 2nd Floor
Philadelphia, PA 19123
(800) 362-2050
www.revenue.state.pa.us

Description: Various taxes are imposed upon individuals, employers, businesses and certain products. The taxes for which any business enterprise is liable depend on the type and structure of that business. For information regarding these issues and how they pertain to your business contact this group

Additional Links for Marketing Research, Demographics & Statistics

American Demographics ([@ResearchInfo.com](http://www.inside.com/default.asp?entity=AmericanDemo) (<http://www.researchinfo.com/>)
BizStats (<http://www.bizstats.com>)
Bureau of Labor Statistics (<http://stats.bls.gov/>)
FedStats (<http://www.fedstats.gov/>)
Marketing Research Association (<http://www.mra-net.org>)
Pennsylvania State Data Center (<http://pasdc.hbg.psu.edu/>)
Statistical Resources on the Web (<http://www.lib.umich.edu/govdocs/stats.html>)
U.S. Census Bureau (<http://www.census.gov/>)
The Small Business Development Center of Hampton Roads(<http://www.hrsbdc.org/>)