

Ponca City Herb Festival

NEW!

There is a \$20.00 per vendor deposit due at the time of application. Which will be deducted from your final check out expenses.

Non-refundable
without a 30day cancellation notice

Good news
Last year saw a record number of vendor applications!

Bad news
Limited booth space.

Even Worst News
Last year had several no-show vendors.

Empty booth spaces don't keep customers shopping.

Our motto is:
If you don't do well.
We don't do well.

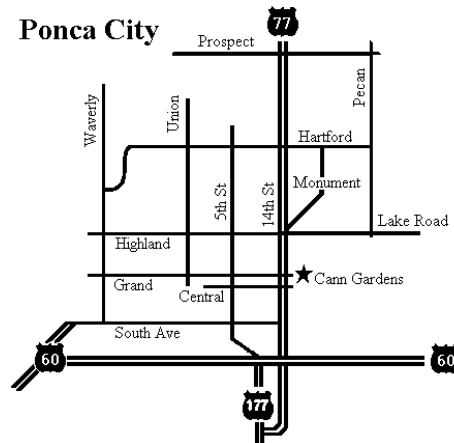
The Ponca City Herb Festival is held each year the first Saturday in June at the Cann Memorial Botanical Gardens. First began in 1993, it is hosted by the Sage, Rosemary and Thyme Garden Club. With an estimated attendance of over 15,000, it is considered one of the state's premier events.

The Ponca City Herb Festival was the 2008 and 2009 recipient of the RedBud Merit Award, Outstanding Event category.

"The RedBud Awards represent the highest honor given in the Oklahoma tourism industry." Hardy Watkins, Oklahoma Tourism and Recreation Department Executive Director

This one day festival is set along the brick sidewalks that meanders throughout the Cann Park. An average 100 vendors from across the Midwest bring an assortment of items celebrating the gardener's spirit ranging from a wide assortment of plants and herbs to stoneware to yard and garden ornaments.

Ponca City Herb Festival
P.O. Box 2503
Ponca City, OK 74602
www.poncacityherbfestival.net



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17th Annual
Ponca City Herb Festival

June 5, 2010

PONCA CITY HERB FESTIVAL

The 2010 Ponca City Herb Festival will be held on Saturday, June 5 from 8:00am to 4:00pm in the Cann Gardens, 14th (US77) and Grand Ave., Ponca City, OK.

- Vendor Check in — Friday, June 4th, from 11:00am to 6:00pm and Saturday from 6:00am to 7:30am.
- Overnight security will be provided from 6:00pm Friday to 7:30am Saturday.
- A charge of 15% of vendor's adjusted gross sales (minus the \$20.00 vendor deposit) is required and due at the time of check out.
- The spaces have a 10-foot frontage, with varying depth depending upon booth placement within the gardens.
- Shade is limited, a sun canopy is highly recommended.
- Complimentary refreshments are provided to vendors, Friday and Saturday.

FESTIVAL RULES

- No vendor may leave before 4:00pm Saturday.
- No stakes may be driven into the ground due to the in ground sprinkler system. The use of cement blocks or sand bags to secure canopies is permitted.
- No vendor vehicles may be driven onto the grounds. Unloading and loading must be done from the street. Limited assistance will be available Friday afternoon from 2:00pm to 6:00pm and Saturday after 4:00pm.
- During the festival no dogs are allowed. Before and after festival all dogs must be on leash (city code).
- No skateboards, bicycles, or scooters are allowed (city code).

Application submission constitutes the vendors agreement to follow festival rules. The Ponca City Herb Festival, Inc. reserves the right to expel any vendor for failure to apply with festival rules and any other misconduct.

Please retain for your records. For questions contact:

Cindy Withrow
580-304-3880

pcherbfestival@hotmail.com
Ponca City Herb Festival
P.O. Box 2503
Ponca City, OK 74602

PONCA CITY HERB FESTIVAL

Deadline: May 15, 2010

For special considerations (electricity, booth space location, etc.), applications must be post marked no later than *March 15, 2010*. All others will be processed on a first-come-first served basis.

\$20.00 per vendor deposit due with application

Please Print Clearly

Vendor Name _____

Business Name _____

Mailing Address _____

City, State, Zip _____

Telephone _____

Email _____

Oklahoma Sales Tax Number (if you have one)

List: _____

Returning Vendor Yes _____ No _____

Request 2009 booth space Yes _____ No _____

Will you need electricity? Yes _____ No _____

If yes—110 _____ or 220 _____

List any special needs:

List of products _____

Seminars are held during the day of the festival. If you would like to be a speaker (45 minute presentation) please provide a short description of topic.

FOOD VENDORS

Food Vendors — Must comply with Oklahoma State Health Regulations.

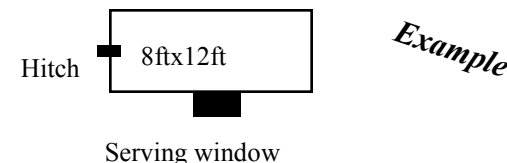
A copy of the Temporary Food Establishment Requirements for the State of Oklahoma can be found on our website.
www.poncacityherbfestival.net

For questions contact:
Alicia Burkett
Ponca City Health Department
580-762-1641 ext. 241
AliciaLB@health.ok.gov

If using a food trailer:

List size _____

Draw a simple stretch with location of hitch and serving window



Very limited food trailer parking is available. It is on a first come-first served bases.

SEND APPLICATION TO:
Ponca City Herb Festival
P.O. Box 2503
Ponca City, OK 74602