

First Saturday in June  
8:00 - 4:00  
Cann Memorial Gardens  
14th & Grand

For Questions Contact:  
Wendy Burg @ 580-718-4308  
or info@poncacityherbfestival.net



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

## 25th Annual Ponca City Herb Festival Application Form

### Registration

- To reserve a spot for 2018, submit the application form, completed in full, and mail with your payment to:

**Ponca City Herb Festival      P.O. Box 2503      Ponca City, OK 74602**

- An email confirmation and a letter with parking and additional information will be mailed to you.

### Booth Fee

- \$125 per space. More than 1 space is available at the same rental of \$125. Each space has a 10' frontage with a maximum of 2 (10' x 10') tents' depth depending on booth placement. Because this event is in beautiful gardens tree limbs and roots are considered as much as possible when the booth plots are laid out.
- Spaces are assigned in the order of received applications.
- A full refund for cancellation up to 60 days before festival is available. No refund will be offered after April 3.
- List on the application the product lines or food items you will be selling.

### Food Vendors

- Must comply with **Oklahoma State Health Regulations**.
- If using a food trailer, please draw a simple sketch with trailer dimensions and location of hitch, electrical connections and serving window on the reverse side of your application.
- A maximum of 50 amp electrical service is available. Please indicate on the application what you will need.

### Check-in

- In front of the Cann Memorial Home, Friday, June 1 beginning at 11 a.m. to 10 p.m.; and Saturday, June 2 - beginning at 6 a.m.
- Registration tables are west of the Cann Home. Overnight outdoor security will be provided from 10 p.m. Friday till 6 a.m. Saturday.

### Festival Rules

- Vendors are asked to remain at the Festival until 4:00 p.m. on Saturday. Evaluations, sales tax information and pre-registration for 2019 will be accepted at the registration tables at the conclusion of the Festival.
- Vendor's name must be displayed on all booth spaces, with one vendor per space unless permission is given.
- Stakes CANNOT be driven into the ground due to an inground sprinkler system. The use of cement blocks or sand bags to secure canopies is permitted.
- Vendors must supply their own tables, chairs, display racks, canopies, etc.
- No vendor vehicles may be driven on the grounds. Unloading and loading must be done from Grand Avenue (east of the Gardens) or Central Avenue (south of the Gardens). There will be people on site to help.
- Vendors are required to collect and remit sales tax on all goods and services sold during the Herb Festival.
- Submission of application and booth fees constitutes the vendor's agreement to follow Festival rules.
- Ponca City Herb Festival, Inc., reserves the right to expel any vendor for failure to comply with Festival rules or for any other misconduct.

# Ponca City Herb Festival Application Form

Saturday, June 2, 2018

To reserve a spot for 2018, submit this form completed in full and mail with your payment to :

**Ponca City Herb Festival**  
**P.O. Box 2503**  
**Ponca City, OK 74602**

Business Name \_\_\_\_\_

Vendor Name \_\_\_\_\_

Email \_\_\_\_\_ Phone Number (s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of booths requested: \_\_\_\_\_ Amount enclosed (\$125 per booth) \$ \_\_\_\_\_

List in detail all and any type of products you will sell: \_\_\_\_\_

Sales Tax:

\_\_\_\_\_ I have a valid Oklahoma Sales Tax Permit # which is \_\_\_\_\_

\_\_\_\_\_ I do not have an Oklahoma Sales Tax Permit and will remit sales tax at the registration table.

Craft Vendors: Do you need electricity (110 available)? \_\_\_\_\_ Why? \_\_\_\_\_

Food Vendors: Do you need electricity (50 amp available)? \_\_\_\_\_ If yes, what will you need? \_\_\_\_\_

Any special needs that we need to be aware of or can assist with? \_\_\_\_\_

If at the 2017 Festival, would you like to be in the same space? Yes \_\_\_\_\_ No \_\_\_\_\_

**Food Vendors:** If you are using a food trailer, please draw a simple sketch on the reverse side of this application with:

- trailer dimensions
- location of hitch
- location of electrical connections
- location of serving window

## For Herb Festival Committee Use

\_\_\_\_\_ Date Rec'd

\_\_\_\_\_ Paid?

\_\_\_\_\_ Booth #

\_\_\_\_\_ Electricity needed?

\_\_\_\_\_ Email sent?

\_\_\_\_\_ Confirmation  
Letter Sent?