

24th Annual
PONCA CITY HERB FESTIVAL APPLICATION FORM

Saturday, June 3, 2017 - 8:00 a.m. to 4:00 p.m.

On the beautiful 10-acre grounds of Cann Memorial Botanical Gardens
14th Street (US Hwy 77) and Grand Ave., Ponca City, Oklahoma
www.poncacityherbfestival.net

Vendor Information

Check-in: Friday, June 2nd 11a.m. to 10 p.m.; Sat., June 3rd - starting at 6:00 a.m.....In front of the Cann Memorial Home. Overnight outdoor security will be provided from 10 p.m. Friday till 6 a.m. Saturday.

Booth Fee: \$125 per space. Full refund for cancellation up to 60 days before festival. No refund after that. Each space has a 10-foot frontage with a max. of 2 (10x10) tents depth depending on booth placement within the gardens.

Food Vendors must comply with [Oklahoma State Health Regulations](#). If using a food trailer, draw a simple sketch with trailer size (dimensions) and location of hitch and serving window on reverse side of your application. List complete product line. 50 amp. max available – What elect. amp will you need: _____

Festival Rules

Vendors are required to stay until 4:00 p.m. on Saturday.

Vendor's name must be displayed on all booth spaces, with one vendor per space unless permission is given.

Stakes CAN NOT be driven into the ground due to in-ground sprinkler system. The use of cement blocks or sand bags to secure sun canopies is permitted. Vendors must supply their own tables, chairs, display racks, canopies, etc.

No vendor vehicles can be driven on the grounds - Unloading and loading must be done from the street. 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.

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

To reserve a spot for 2016, this form must be filled out in full and mailed, with your payment, to Ponca City Herb Festival, P0 BOX 2503, Ponca City, OK 74602. An e-mail confirmation will be sent within a few weeks of receipt; and a reminder sent in March 2017.

For Questions – Contact

Wendy Burg (580) 718-4308 or info@poncacityherbfestival.net

----- Tear off and mail in with payment -----

Herb Festival Use Only:

Date Received: _____ Paid _____ Booth No. # _____

Confirmation Letter Sent _____ Electric _____

.....
Business Name _____

Vendor Name _____

E-mail _____ Phone# _____

Mailing Address _____

City _____ State _____ Zip _____

List in detail all, and type of products you will have in your booth _____

Sales Tax: I have a valid Oklahoma Sales Tax Permit Number, which is: _____

I do NOT have a valid Oklahoma Sales Tax Permit Number _____

Craft Area Vendors: Electricity: Yes (110) _____ Reason For Electricity: _____

Any Special Needs: _____

Number of Booths Requested: _____ Same Space? Yes _____ No _____ Spaces are assigned on a first come basis.