

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

June 1, 2019 Ponca City Herb Festival Application Form

Mission of PC Herb Festival:

- To educate about herbs, gardening and to provide tools and crafts for outside.
- To share the beauty of Cann Gardens and to invite guests to Ponca City.
- To support the programs of the Survivor Resource Network.

Application

- **Vendors best fitting the Mission Statement for this Festival will have a higher priority for acceptance.**
- To apply for a spot for 2019, 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
Your check should be made out to Survivor Resource Network. **If your application is not accepted, the check will be returned to you or destroyed at your preference.**
- A confirmation letter of your acceptance for the Herb Festival will be mailed to you. The mailing will include parking and additional information.

Booth Fee

- \$125 per space. More than 1 space is available at the same rental of \$125. Each space has a 12' 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 1.
- List on the application the specific product lines or food items you will be selling. Pictures are appreciated.

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 Home, Friday, May 31, from 11 a.m. to 10 p.m. and Saturday, June 1, beginning at 6 a.m.
- Registration tables are west of the Cann Home. Overnight outdoor security will be provided Friday from 10 p.m. till 6 a.m. Saturday. Herb Festival staff will be available by 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 2020 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., **and must be physically able to set up their booth.**
- No vendor vehicles may be driven on the grounds. Unloading and loading must be done from Grand Avenue (north of the Gardens) or Central Avenue (south of the Gardens). If possible 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 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

Pre-Registration for June 1, 2019

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 2018 Festival, would you like to be in the same space next year? 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?**

_____ **Confirmation letter sent**