

19th ANNUAL
PONCA CITY HERB FESTIVAL

Saturday, June 2, 2012 8:00 a.m. to 4:00 p.m.

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

Vendor Information

Check-in will be Friday, June 1, from 11:00 a.m. to dark and Saturday, starting at 6:00 a.m. in front of the Cann Memorial Home. Overnight outdoor security will be provided from 6:00 p.m. Friday to 6:00 a.m. Saturday. Booth Fee is a charge of 15% of vendor's adjusted gross sales and is 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.

Festival Rules

No vendor may leave before 4:00 p.m. on Saturday.
No stakes may 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. Unloading and loading must be done from the street...no vendor vehicles may be driven on the grounds. Vendors who sell products at "Herb Festival" are required to collect and remit sales tax on all goods and services sold during the event. Note: See "Sales Tax" line below in Vendor Entry Form.
No dogs, bicycles, skateboards or scooters are allowed on the grounds during the festival...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 comply with festival rules and any other misconduct.

For Questions Contact

Linda Sparks: (580) 762-2273 or Lil Cochran: (580) 762-4779 info@poncacityherbfestival.net

Vendor Entry Form mail to: Ponca City Herb Festival, PO Box 2503, Ponca City, OK 74602

Vendor Name: _____

Business Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Request 2011 Booth Space: Yes _____ No _____ Electricity: Yes (110) _____ Yes (220) _____ No _____

Any special needs: _____

Sales Tax: _____ I have a valid Oklahoma Sales Tax Permit Number, which is: _____
_____ I do NOT have a valid Oklahoma Sales Tax Permit Number.

Food Vendors: Must comply with Oklahoma State Health Regulations (AliciaB@health.ok.gov). If using a food trailer, draw a simple sketch with trailer size and location of hitch/serving window on reverse side of entry form.