

First Saturday in June  
8:00 am to 4:00 pm  
Cann Memorial Gardens  
14<sup>th</sup> St. & Grand Ave.



PO Box 2503  
Ponca City, OK 74602  
580-762-2873  
info@poncacityherbfestival.net

## June 5, 2021 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 that best fit the Mission Statement for this Festival will have a higher priority for acceptance.
- To apply for a vendor spot:
  - 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**
  - Checks should be payable to *Survivor Resource Network, Inc.*
  - To pay with a credit card go to <https://www.poncacityherbfestival.com/vendors.html> and use the PayPal link provided.
- If your application is not accepted, the check will be returned to you or destroyed at your preference. The credit card payment will be refunded per PayPal and your banking institutions guidelines.
- A confirmation letter of your acceptance for the Herb Festival will be emailed to you. The email will include parking and any additional necessary information.

### Booth Fee

- Each space is \$125. More than 1 space is available at the additional 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 is available up to 60 days before the festival date. No refund will be offered after April 5th.
- List on the application the specific product lines or food items you will be selling. Pictures are appreciated.

### Food Vendors

- All 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

- Check-in / Registration is located in front of the Cann Home (north side) on Friday, June 4<sup>th</sup> from 11 a.m. to 10 p.m. and Saturday, June 5<sup>th</sup> beginning at 6 a.m.
- Herb Festival staff will be available by 6 a.m. Saturday.
- Overnight outdoor security will be provided Friday from 10 p.m. 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 the following year's event will be accepted at the registration tables at the conclusion of the Festival.
- Only one vendor per space is allowed unless permission is given before set-up.
- Stakes **CANNOT** be driven into the ground due to an in-ground 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

Registration for June 5<sup>th</sup>, 2021

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

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: (Business or Applicant) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## **Booth Information:**

Number of Booths Requested: \_\_\_\_\_

Payment Type (\$125.00/booth):  Check # \_\_\_\_\_  Cash  Online CC

If you were at the previous festival, would you like to be in the same space this year? Y / N

## **Sales Tax Information (Required):**

I have a valid Oklahoma Sales Tax Permit number. Tax Permit Number: \_\_\_\_\_

I do not have an Oklahoma Sales Tax Permit number and will remit sale tax at the registration table.

## **Vendor Information:**

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

List in detail all of the types of products you will sell: \_\_\_\_\_

Food Vendors: Do you need electricity (50 amp available)? Y / N

If yes, what will you need? \_\_\_\_\_

What does your menu offer? \_\_\_\_\_

If you are using a food trailer, please draw a simple sketch on the reverse side of this application that includes the following information:

- Trailer Dimensions  Location of Hitch  
 Location of Electrical Connections  Location of Serving Window

All Vendors: Are there any special needs that we need to be aware of or can assist with?

\_\_\_\_\_  
\_\_\_\_\_

### ***For Herb Festival Committee Use:***

\_\_\_\_\_ Date Rec'd \_\_\_\_\_ Paid (Check, Cash, PP) \_\_\_\_\_ Booth #

\_\_\_\_\_ Electricity Needed \_\_\_\_\_ Confirmation Letter Sent \_\_\_\_\_ SS

# Ponca City Herb Festival Application Form

Pre-Registration for June 4<sup>th</sup>, 2022

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

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: (Business or Applicant)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## **Booth Information:**

Number of Booths Requested: \_\_\_\_\_

Payment Type (\$125.00/booth):  Check Enclosed  Cash Enclosed  Online CC

If you are pre-registering for 2022, would you like the same space as this year? Y / N

## **Sales Tax Information (Required):**

I have a valid Oklahoma Sales Tax Permit number. Tax Permit Number: \_\_\_\_\_

I do not have an Oklahoma Sales Tax Permit number and will remit sale tax at the registration table.

## **Vendor Information:**

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

List in detail all of the types of products you will sell: \_\_\_\_\_

Food Vendors: Do you need electricity (50 amp available)? Y / N

If yes, what will you need? \_\_\_\_\_

What does your menu offer? \_\_\_\_\_

If you are using a food trailer, please draw a simple sketch on the reverse side of this application that includes the following information:

- Trailer Dimensions  Location of Hitch  
 Location of Electrical Connections  Location of Serving Window

All Vendors: Are there any special needs that we need to be aware of or can assist with?

\_\_\_\_\_  
\_\_\_\_\_

### ***For Herb Festival Committee Use:***

\_\_\_\_\_ Date Rec'd \_\_\_\_\_ Paid (Check, Cash, PP) \_\_\_\_\_ Booth #

\_\_\_\_\_ Electricity Needed \_\_\_\_\_ Confirmation Letter Sent \_\_\_\_\_ SS