



June 7, 2025 Ponca City Herb Festival Application Form

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 and register online go to <https://www.poncacityherbfestival.com/vendors.html> and register through the 'Register Online' link.
- 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 your banking institutions guidelines.
- A confirmation letter of your acceptance for the Herb Festival will be emailed to you.

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 a beautiful garden, tree limbs and roots are considered as much as possible when the booth plots are laid out.
- Please do NOT bring oversized tents.
- 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 4th.
- 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 on the east side of the Cann Home (near the patio) on Friday, June 2nd from 11 a.m. to 7 p.m. and Saturday, June 3rd beginning at 6 a.m.
- Herb Festival staff will be available by 6 a.m. Saturday.
- Overnight outdoor security will be provided Friday from 10pm till 6am 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 sandbags 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 to the OTC 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.
- Survivor Resource Network, Inc., its employees, members, volunteers and the City of Ponca City are not responsible for any liability, claims for damages or loss to personal belongings, merchandise, or displays, nor injury to participants arising in connection with this event.

Ponca City Herb Festival Application Form

Registration for June 7th, 2025

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 a previous festival, would you like to be in the same space this year? Y / N / NA

**** We strive to honor requests regarding spaces, but may not be able to accommodate all needs****

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.

****Important**** All vendors are required to remit sales tax directly to the OTC within 10 days of the event.

Vendor Information:

Craft Vendors: Do you need electricity (110 outlets 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?

Would you like to be promoted on the Herb Fest social media sites? Y / N

Do you have a Facebook page we can link to? Y / N _____

For Herb Festival Committee Use:

_____ Date Rec'd _____ Paid (Check, Cash, PP, NEON) _____ Booth #

_____ Electricity Needed _____ Confirmation Letter Sent _____ SS/NEON

Ponca City Herb Festival Application Form

Pre-Registration for June 6th, 2026

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 2023, would you like the same space as this year? Y / N

**** We strive to honor requests regarding spaces, but may not be able to accommodate all needs****

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.

****Important**** All vendors are required to remit sales tax directly to the OTC within 10 days of the event.

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?

Would you like to be promoted on the Herb Fest social media sites? Y / N

Do you have a Facebook page we can link to? Y / N _____

For Herb Festival Committee Use:

_____ Date Rec'd

_____ Paid (Check, Cash, PP, NEON) _____ Booth #

_____ Electricity Needed

_____ Confirmation Letter Sent

_____ SS/NEON