June 5th, 2027 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 institution's and Zeffy's guidelines. This may take up to six weeks
- A confirmation letter of your acceptance for the Herb Festival will be emailed to you.

Booths & Booth Fees

- 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.
- Registered non-profit organizations must have prior approval from the PCHF committee before paying the non-profit rate of $50 per space.
- Please do NOT bring oversized tents.
- Only one vendor per space is allowed unless permission is given before registration.
- Spaces are assigned to returning vendors first and then 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. Changes in products can result in the loss of the booth space.

Food Vendors

- All vendors that sell prepared foods must comply with Oklahoma State Health Regulations & Cottage Laws.
- If using a food trailer, please provide your trailer information.
- As the event prefers no generators, electrical hook-ups are available. Please indicate on the application what you will need - 50AMP or 30AMP.

Check-in

- Check- in / Registration is located on the east side of the Cann Home (near the patio) on Friday from 11 a.m. to 7 p.m. and Saturday morning beginning at 6 a.m.
- Herb Festival staff will be available by 10 a.m. on Friday and 6 a.m. Saturday.
- Overnight outdoor security will be provided Friday from 10pm until 6am Saturday morning.

Festival Rules

- Vendors are asked to remain at the Festival until 4:00 p.m. on Saturday. Evaluations and pre-registration for the following year's event will be accepted at the registration tables at the conclusion of the Festival.
- 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 may 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.
- 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
Pre-Registration for June 5th, 2027

Business Name: _____ □ Registered Non-Profit

Applicant Name: _____

Email: _____ Phone Number: _____

Mailing Address: (Business or Applicant) :

_____

Street City State Zip Code

Booth Information:

Number of Booths Requested: _____

Payment Type ($125.00/booth): □ Cash □ Check #: _____ □ Money Order

** ***Please make checks payable to:*** *Survivor Resource Network* **

Would you like the same space this year? □ **Yes** □ **No** □ **N/A** _____

** ***Please note:*** *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)? □ **Yes** □ **No** Why? _____

** *Spaces close to electrical outlets are very limited and we will not guarantee spots for POS systems***

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

_____

Important *Please list ALL of the item types you plan to sell, especially prepared food items. Offering goods not listed could result in a loss of booth space.*

Food Truck Vendors:

Understanding that we do not allow generators, do you need electricity?

□ **Yes** [50 AMP/ 230V] or [30 AMP/ 120V] □ **No**

Do you require a hook-up to running water? □ **Yes** □ **No**

What does your menu offer? _____

Please provide the following information regarding your food trailer:

□ Trailer Dimensions: _____ □ Location of Hitch: _____

□ Location of Electrical Connections: _____ □ Location of Serving Window: _____

** ***Food Vendors:*** *PCHF works closely with the Ok Dept of Health and they may be present the day of the event.***

All Vendors:

Are there any special needs that we need to be aware of or can assist with? □ **Yes** □ **No**

_____

Would you like to be promoted on the Herb Fest social media sites? □ **Yes** □ **No**

Do you have a Facebook page we can link to? □ **Yes** □ **No** _____

Submission of application and booth fees constitutes the vendor's agreement to follow Festival rules.
For questions or concerns: pcherbfest@survivorresourcenetwork.org or call us @ 580 – 762 – 2873

For Herb Festival Committee Use:

_____ Date Rec'd _____ Paid (Check, Cash, Money Order) _____ 2026 Booth #