



Frequently Asked Questions for the Ponca City Herb Fest

This is a basic overview of the questions asked by potential vendors. This information and much more is given to registered vendors before the festival via email. We attempt to keep all of our vendors as informed as possible through all stages of the event.

The Ponca City Herb Festival is the first Saturday of June and is from 8am to 4pm. It is held at the Cann Memorial Botanical Gardens on 1500 E Grand Ave. The family friendly, 'rain or shine' event is free to the public and pet friendly.

REGISTRATION

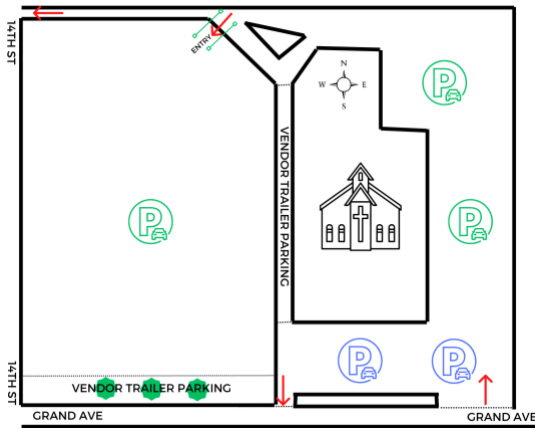
1. How much are booth fees?
For one 10x10 space it's \$125.00. Please see the application form for more details.
2. Can we bring tents, cords, etc.?
Yes. We encourage vendors to be prepared for anything. No oversized tents or ground stakes, however. Please see the application form for more details.
3. Can I have a specific space for my booth spot?
We cannot guarantee exact spots for anyone. We try very hard to accommodate return vendors and then specialized requests first. The garden changes and oftentimes we have to change our event layout with it.
4. What else should I know?
Please read the application form for more information. Vendor packets with more information will be given at check-in.
5. Can I get a refund if I change my mind?
A full refund for cancellation is available up to 60 days before the festival date. No refund will be offered after April 4th.
6. I sell <.....>, do you allow vendors for that?
Probably! We limit our spaces for certain vendor types, and strongly encourage plant and garden vendors. We do not allow groups or individuals that request to walk around and hand out flyers. Other unsuitable types of vendors may be those that sell guns or weapons, encourage hate speech or discrimination, violate federal laws, or violate state laws. We will contact you if there are any concerns with your application and return your fees if we cannot allocate a booth space for you.

SET-UP & BREAK DOWN

1. When is the check in and check out?
Check in on Friday starts at 11:00 am. Check in on Saturday starts at 6:00 am.
We stop our registration/check out at 6:00 pm on Friday AND Saturday.
2. Who will watch my items if I set up on Friday?
We have overnight security provided by the Ponca City Police Department.
3. Are there people who can help me move my items?
Occasionally, we have board members and volunteers that can help, but please make a plan for setting up your booth space by your own company.
4. Is there electricity?
Yes. There are very limited spots that can reach the electricity junction boxes. We accommodate the vendors that need those spots for their services. We will not be able to accommodate vendors needing electricity just for the POS systems.
5. Is there water?
Yes. Water set-ups are available for the food trucks & food vendors.
6. What if there is bad weather?
This is a 'rain or shine' event. We will continue to operate unless there is dangerous inclement weather.
7. What else should I know?
Please read the application form for additional information. Vendor packets with information will be given at check-in.

PARKING

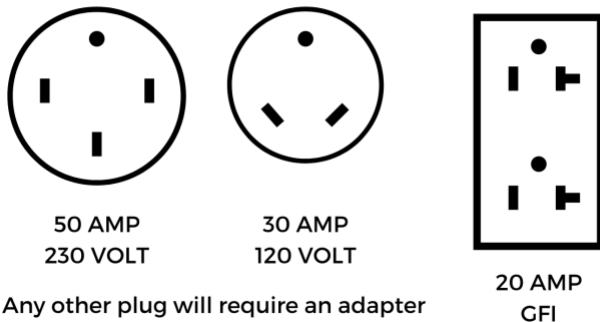
1. Where do we park?
There is a vendor parking area at the Presbyterian Church north of the gardens that the church group sets aside especially for our vendors. You are provided a 'parking permit' at check-in with notes regarding parking.
There are also some small private parking lots in the surrounding areas.
2. Can I unload near the park and then move my vehicle?
Absolutely. Both Grand and Central are available for helping with set-up. However, you **MUST** move your vehicle over to the vendor parking area before the festival starts at 8:00 am on Saturday morning.
3. Can I park in the parking lot of the gardens?
On Friday, yes. On Saturday, no. The food trucks show up very early on Saturday morning.



FOOD VENDOR SPECIAL PROCEDURES

1. Do I need a special event license?
Not for Ponca City. However, any other state licenses may be required and may be checked on by state officials.
2. Do you have electrical hook-ups for the food trucks?
Yes. We have three types of plugs available for electricity.

Available plug types for vendors



3. Anything else I should know?
Vendors are solely responsible for meeting the requirements of the Oklahoma Health Department. All licenses, permits and insurance are the responsibility of the vendor. SRN will not intervene on the vendor's behalf with the City of Ponca City, Kay County, or State Health Department for any variance in rules or regulations.

THE COORDINATORS

1. Who are the coordinators of PCHF?
Survivor Resource Network is a state certified agency that has been providing services to survivors of intimate partner violence, sexual assault and other forms of domestic violence since 1979.
2. Why does a domestic violence shelter run a garden show?
We were given this beautiful event from the Sage Rosemary Thyme Garden Group in 2017.

All proceeds from the Ponca City Herb Festival go towards the Survivor Resource Network and their mission of empowering survivors, educating the community, and advocating for justice to end domestic violence, sexual assault and child abuse.

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