

February 2007

Dear Potential Booth Vendor,

Planning for the 2007 Ponca City Main Street Centennial Iris Festival and Spring Super Show is in full swing. Main Street would like to invite you to be part of our event which will take place Friday, May 4 from 11 AM to 8 PM and Saturday, May 5th from 9 AM to 5 PM at the City Hall Plaza and surrounding area in downtown Ponca City. You may have noticed that this event has changed from a one day event to a two day event.

At this festival we especially hope to promote “Oklahoma-Made” products and businesses. Food vendor registration fees will be \$100 for a 12’x 12’ booth space, \$150 for a double, \$200 for a triple. Please indicate what type of electrical outlet(s) you will need on the enclosed registration form.

In order for a vendor to participate this next year, we have been informed by the Oklahoma Tax Commission that each should have a sales tax ID number. This number will need to be submitted to us in order to participate and receipts will need to be recorded by you and then submitted to the Commission in order to comply with state tax laws.

Please fill out the enclosed booth registration and return it to Ponca City Main Street by April 9, 2007 for entry into the festival. Our web site is **poncacitymainstreet.com** for more information on the event. After we receive your registration form.... an instruction letter in April will be sent out to you detailing additional information you will need to plan your visit to Ponca City.

The 2007 Centennial Iris Festival promises to be better than ever as we strive each year, with your help, to create a higher quality festival with higher quality products and activities available to the public. Thank you for your consideration and possible attendance at this event.

Wanda Sheehan

Food Vendor Chair
Ponca City Centennial Iris Festival
580-763-7454

PCMS Office
580-763-8082

FOOD VENDOR REGISTRATION FORM

**Ponca City Main Street's
Centennial Irisfest 2007 – Friday, May 4, 11:00 AM to 8:00 PM
and Saturday, May 5, 9:00 AM to 5:00 PM**

Name of Business: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Email and Phone: _____

Tax ID number (required to exhibit) _____

Brief description of booth set up and square footage: _____

Number of booths spaces needed (approx. 12' X 12'): _____ @ _____ = _____

Electricity needs _____

Total booth fee = _____

*If serving food, you must submit appropriate forms from the State Health Department to participate.

Please attach copies of those forms to this registration when returning form.

*Oklahoma Tax Commission Special Event Tax report forms will be available as you check in. It will be the **responsibility of the vendor to return this form to the tax commission** as appropriate. Veterans are exempt from tax payment. Ponca City Main Street will report tax **ID Numbers only** to the OK Tax Commission as we have been instructed to do.

*For more information on Ponca City Main Street and the Irisfest see our web page at poncacitymainstreet.com.

REGISTRATION FORM DUE APRIL 10 - NO REFUNDS AFTER APRIL 15

MAKE CHECKS PAYABLE TO:

Ponca City Main Street

Mail to:

Wanda Sheehan
6750 E. South Ave.
Ponca City, OK 74604

Call Wanda at 580-761-4979 w/ questions

PCMS OFFICE 580-763-8082 FAX 580-767-0344