

February 2007

Dear Potential Booth Vendor,

Planning for the 2007 Ponca City Main Street Centennial Irisfest 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<sup>th</sup>, from 11AM to 8PM and Saturday, May 5<sup>th</sup>, from 9AM to 5PM at the City Hall Plaza and surrounding area in downtown Ponca City. You may have noticed this event has changed from a one day festival to a two day EVENT!

Plant vendor registration fees will be \$80.00 for a 12' x 12' booth space, \$120 for a double and \$160 for a triple. There will not be any electrical hook-ups for plant vendors.

**In order for a plant vendor to participate this year, we have been informed by the Oklahoma Tax Commission that each business 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 OTC in order to comply with state 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](http://poncacitymainstreet.com)** for more information on the event. After we receive your registration form....an instruction letter will be sent out in April detailing additional information you will need to plan your visit to Ponca City.

The 2007 Centennial Irisfest 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  
Plant Vendor Chair  
Ponca City Centennial Irisfest  
580-761-4979

PCMS Office  
580-763-8082

**PLANT 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'): \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Total booth fee = \_\_\_\_\_

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\*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](http://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