

February 2007

Dear Potential Booth Vendor,

Planning for the 2007 Ponca City Main Street Iris Festival is in full swing. At this time the date has been selected and invitation letters are being sent out to possible participants. Main Street would like to invite you to be part of our event which will take place on Saturday, May 5, from 9:00 AM to 5:00 PM at the City Hall Plaza and surrounding area in downtown Ponca City.

At this festival we especially hope to promote "Oklahoma-Made" products and businesses. Wine/Cheese vendor fees will be \$50 per space plus an item plus a card or tag from your business for a gift basket raffle donation. Please indicate on your registration form what item you will be donating.

**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 by April 20. 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 send with your \$50 check to Ponca City Main Street by April 1 for entry into the festival. Due to space and traffic considerations we will limit the number of entries to twelve. 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 to you in April detailing additional information you will need to plan your visit to Ponca City.

The 2007 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.

Keni Ray

Wine and Cheese Tasting Chair  
Ponca City Iris Festival  
580-763-5511

PCMS Office  
580-763-8082

**WINE and CHEESE VENDOR REGISTRATION FORM**

**Ponca City Main Street's  
Centennial Irisfest 2007 –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 = \_\_\_\_\_

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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:

Keni Ray

2109 El Camino

Ponca City, OK 74604

Call Keni at 580-763-5511 w/ questions

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