



# ANNUAL OLUSTEE FESTIVAL

## OLUSTEE FESTIVAL RULES AND REGULATIONS

The Annual Olustee Festival will be held in Lake City, FL on the **Friday and Saturday of President's Day weekend in February**. All booths may be set up after 12:00 p.m. on the Thursday before the festival starts and may not be taken down until after 6:00 p.m. on Saturday when the festival closes. While weather is always a factor it is extremely important that your booth is open. **You may not leave early or start packing up before 6:00 P.M. on Saturday. If you decide to leave the festival early you will not be allowed back for a period of at least two (2) years,** if an emergency arises and you need to leave please contact us in the Blue Grey Army Headquarters at the Darby Pavilion before leaving. **All applications once submitted and approved are non-refundable.** It is preferred that **All Booths** be set up on the Thursday prior to the festival. Security will be provided in the area for Thursday and Friday nights. All booths will be required to be completely set up for service before 9:00 A.M. Friday. **It is advisable to have a dolly or some means of transporting your product from your vehicle to your booth space as parking in the actual street where the spaces are located is strictly prohibited.**

There will be no vehicles, campers, trailers, or any other unauthorized vehicles within the barricaded area. **Vehicles parked within the barricade area will be towed at the owner's expense.**

Spaces are on a first come first serve basis and are subject to approval. Completed and correct applications with **full payment** will be accepted by the postmark. The Deadline for submitting Applications with **full payment** is January 31<sup>st</sup>. **Returning vendors, we cannot guarantee you will get your same spot if your application is received after September 1st.** Any application received after the deadline will be processed in the order they were received. Confirmation Letters and Receipts will be emailed to the vendor after your completed, correct application and full payment has been processed, this normally takes 1 -2 weeks. If you would like to have your confirmation letter and receipt mailed to you, please include a Self-Addressed Stamped Envelope with your application. **Arts & Crafts End Spaces** are normally always taken by returning vendors please call for availability prior to applying and submitting payment for an end space. **All Food Vendors** must list all menu items that will be sold at the festival. **All Non-Profit** applications will be pre-approved by the Blue-Grey Army Inc.

**On Thursday prior to setup, all vendors must check in with the Blue-Grey Army, in the pavilion at Wilson Park, 200 NE Hillsboro St, Lake City, FL 32055 for booth assignments and placement.**

**No part of your booth will extend over your assigned area and all your merchandise etc. must remain inside your booth area.** Nothing will be permitted on the sidewalks including people in chairs. If you require more space, please purchase an extra space.



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A current Florida Certificate of Tax Registration number needs to be sent in with your application. If you do not have one you must apply for one. **YOU ARE RESPONSIBLE FOR YOUR OWN TAXES!** Blue-Grey Army, Inc. is not responsible for collecting your sales tax or filing your report. All names of participating vendors will be turned over to the Florida Department of Revenue for collection purposes. All **Non-Profit Vendors must** provide their **Tax Exemption number** to be classified as Non-Profit. Non-profit Service Groups **that are not selling** Arts & Crafts or Food **may participate at no cost.** Any Non-Profit participating at no cost caught selling Arts & Crafts or Food will not be invited back to the festival.

A photo of your booth setup and a photo of you making the craft you sell must accompany all first-time vendor applications. **ALL APPLICATIONS ARE SUBJECT TO APPROVAL.**

The Following are **PROHIBITED** from the Olustee Festival:

- Partisan Organizations
- Raffle Tickets or Drawings
- Drop – Pops
- Poppuns
- Any Device That Shoots Water
- Sling Shots
- Any item not Embellished (see below)

T-shirts and sweatshirts must be pre-approved. **No shirts with Olustee or anything related as such will be permitted to be sold by Arts & Crafts Vendors.**

## **ALL CRAFTS MUST BE HAND MADE OR EMBELLISHED BY YOU!!!**

Embellished means: **make (something) more attractive by the addition of decorative details or features.** Simply adding a ribbon or a bow to a commercially made item is **NOT Embellished.** The Blue-Grey Army Arts & Crafts Committee has the final determination if an item is embellished. If the Blue-Grey Army Arts & Crafts Committee determines that your items are not embellished, you **WILL BE REQUIRED** to stop selling that item and remove the item from your tent **immediately.** If you have any questions on whether an item meets the standards of the committee, please contact **Faye Warren** at the Blue-Grey Headquarters or email **vendorinfo@olusteefestival.com.**

**All food vendors must follow and comply with the Guidelines for Mobile Food Establishments provided by the Florida Department of Agriculture and Consumer Services and have a current Food Handling License.**

These guidelines are available at:

<https://www.fdacs.gov/Business-Services/Food-Establishments/Mobile-Food-Vendors>

The Lake City Fire Department will begin inspections of your operations beginning at 9 AM on Friday morning.



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## IMPORTANT

**ALL Food Vendors must have Additional Insurance naming the *Blue – Grey Army Inc. – Olustee Festival P.O. Box 2224, Lake City, FL 32056*, in the amount of One (1) Million Dollars Liability Coverage.** You must provide the Blue – Grey Army a copy of this additional insurance purchased from your own insurance company via e-mail at [vendorinfo@olusteefestival.com](mailto:vendorinfo@olusteefestival.com) or at time of check in.

A Gray Water dump station will be provided by the Blue-Grey Army, Inc. Please do not dump your gray water on the ground. IT IS YOUR RESPONSIBILITY TO GET YOUR GRAY WATER TO THE DUMP STATION. There will be two locations for your use.

**VENDORS ARE TO PROVIDE THEIR OWN ICE.**

**All Kids Korner Attractions must be 100% functional, and set up according to the manufacturer’s instructions and specifications.** If an attraction is deemed to be unsafe it will be required to be taken down and/or fix any issues that prohibit in from being safe. **You must have a working and fully inspected fire extinguisher for each attraction that you set up.**

**All types of carnival gaming attractions are prohibited.** If you need clarification on what we consider a carnival gaming attraction, please contact Sandra Petit at the Blue-Grey Army Headquarters.

If your attraction requires you to have any kind of hoses or wires on the ground, they must be secured so that no one can trip on or over them. Using a heavy-duty tape product is acceptable as long as the tape can hold up to heavy traffic and not pull up from the concrete.

If you have any questions, please feel free to contact us via the information listed below.

## Contact Information

**Vendor, Application  
Questions, Payments &  
General Information**

[vendorinfo@olusteefestival.com](mailto:vendorinfo@olusteefestival.com)