



## Vendor Rules & Regulations

The Annual Olustee Festival will be held in Lake City, Florida, on the **Friday and Saturday of President's Day weekend** each February. Please review the following rules carefully before applying. By submitting an application, you agree to abide by these rules.

### Festival Schedule & Booth Setup

- Booth setup begins **Thursday at 12:00 PM** prior to the festival.
- All booths must be **fully set up and open for business by 9:00 AM Friday**.
- Booths must remain open until **6:00 PM on Saturday**, when the festival officially closes.
- Vendors may not leave early or begin breaking down before 6:00 PM Saturday. Early departure without prior approval will result in suspension from the festival for at least two years. If an emergency requires you to leave, please notify the Blue-Grey Army Headquarters at Darby Pavilion before departing.
- It is preferred that booths be set up on Thursday. Security will be provided Thursday and Friday nights.

### Booth Guidelines

- Booth merchandise, displays, and seating must remain **inside your assigned space**. Nothing may extend into walkways or sidewalks.
- If additional space is needed, vendors must purchase an extra booth space.
- Bring a dolly or cart for unloading, as **vehicles are not permitted** in barricaded areas during the festival. Unauthorized vehicles will be towed at the owner's expense.

### Applications & Payments

- Applications are processed on a **first-come, first-served basis** and subject to approval.
- Application deadline: **January 31**.
- Returning vendors: to request the same booth space, applications must be received by **October 1**.
- Once approved, **applications and payments are non-refundable**.
- Confirmations and receipts are typically issued within 1–2 weeks of approval.

## Vendor Check-In

All vendors must check in with the Blue–Grey Army **prior to setting up their booth** at:  
**Darby Pavilion at Wilson Park**  
200 NE Hillsboro Street, Lake City, FL 32055

## Sales Tax Requirements

- **All vendors making sales must provide their Florida Certificate of Registration (Form DR-11) number on their application.** This number is issued by the Florida Department of Revenue when registering to collect sales tax. (Please note this is not a Federal EIN.) Vendors who do not yet have a Florida sales tax number must apply at <https://floridarevenue.com/taxes/registration>.
- Vendors are responsible for collecting and reporting their own sales tax. The Blue–Grey Army does not collect or remit taxes on your behalf.
- The Florida Department of Revenue receives a list of all participating vendors.
- **Nonprofit vendors must provide their Florida tax exemption number.**

## Arts & Crafts Vendors

- **All crafts must be handmade or embellished by the vendor.** Adding a ribbon or bow to a manufactured item is not considered embellishment.
- Photos of your booth and proof of handmade/embellished work must be submitted by all first-time vendors.
- The Arts & Crafts Committee has final authority to approve or disallow items. If an item is determined not to meet regulations, it must be removed immediately.
- T-shirts and sweatshirts require prior approval. Items referencing “Olustee” or similar terms may not be sold by arts & crafts vendors.
- Prohibited items include: partisan materials, water guns, raffle tickets/drawings, slingshots, poppers/drop-pops, popguns, and unembellished commercial merchandise.

## Food Vendors

- All food vendors must:
  - Submit a complete list of menu items.
  - Hold a current **Food Handling License** from the Florida Department of Agriculture and Consumer Services.
  - Comply with FDACS **Mobile Food Establishment Guidelines** (see: <https://www.fdacs.gov/Business-Services/Food-Establishments/Mobile-Food-Vendors>).
  - Be ready for inspection by the **Lake City Fire Department at 9:00 AM Friday.**
  - Provide **proof of liability insurance** with the Blue–Grey Army, Inc. – Olustee Festival listed as additional insured, in the amount of **\$1,000,000**. Proof must be submitted by **February 1** to [vendorinfo@olusteefestival.com](mailto:vendorinfo@olusteefestival.com).
- Vendors are responsible for transporting their own gray water to designated dump stations. Dumping on the ground is prohibited.
- Vendors must provide their own ice.

## Kids' Zone Vendors

- All attractions must be **fully functional and set up according to manufacturer's specifications.**
- Unsafe attractions must be removed or corrected immediately.
- A current, inspected **fire extinguisher** is required at each attraction.
- Carnival-style games are not permitted. For clarification, contact the Blue–Grey Army Headquarters.
- Any hoses, cords, or wires must be securely covered to prevent tripping hazards. Heavy-duty tape is acceptable if it holds under heavy foot traffic.

## Nonprofit Vendors

- All nonprofit applications require prior approval by the Blue–Grey Army, Inc.
- Nonprofit service groups that are **not selling food or arts & crafts** may participate at no cost.
- Any nonprofit participating at no cost that is found selling food or arts & crafts will not be invited back to the festival.
- **Nonprofit food vendors must abide by all food vendor guidelines, including licenses, inspections, and insurance requirements.**
- Nonprofit vendors must provide their **Florida tax exemption number.**

## Contact Information

For questions, please email:

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