



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**.
- Confirmations and receipts are typically issued within 1–2 weeks of approval.
- Once approved, **applications and payments are non-refundable**.
- **Applications are non-refundable** and are submitted in good faith with the understanding that vendors are committing to participate on both days of the Olustee Festival. Refunds will only be considered in the event of a documented emergency that prevents participation. Qualifying emergencies may include:
 - Serious illness, hospitalization, or death of the vendor or an immediate family member.
 - A natural disaster (such as a hurricane, flood, tornado, or wildfire) that directly impacts the vendor's home, business, or travel.
 - A government-declared state of emergency or mandatory evacuation affecting the vendor.
 - A major vehicle accident or other unforeseen event that makes travel to the festival impossible.

Requests for refunds must be submitted in writing and may require supporting documentation. All refund requests are subject to review and approval by the Olustee Festival Committee. The committee reserves the right to approve or deny any request based on the circumstances presented. Business-related conflicts, scheduling changes, weather concerns, poor sales at previous events, equipment failure, staffing shortages, or a decision not to attend do **not** qualify for a refund.

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.
- 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.**

Liability Disclaimer & Waiver

By submitting an application and participating in the Annual Olustee Festival, each vendor, exhibitor, nonprofit organization, concessionaire, performer, contractor, or participant (“Vendor”) acknowledges and agrees to the following terms and conditions:

1. Assumption of Risk

Vendor understands and acknowledges that participation in a public outdoor festival involves inherent risks, including but not limited to property damage, theft, weather-related incidents, bodily injury, illness, accidents, equipment failure, fire, and other unforeseen hazards. Vendor voluntarily assumes all risks associated with participation in the Olustee Festival.

2. Release of Liability

Vendor hereby releases, waives, discharges, and holds harmless the Blue–Grey Army, Inc., the Olustee Festival, the City of Lake City, Columbia County, festival sponsors, volunteers, officers, directors, employees, agents, and affiliates from any and all claims, liabilities, damages, losses, costs, or expenses arising from or related to participation in the festival, including but not limited to personal injury, illness, death, theft, loss of profits, or property damage, whether caused by negligence or otherwise.

3. Vendor Responsibility

Vendor accepts full responsibility for:

- Their booth, merchandise, displays, equipment, employees, volunteers, and personal property.
- Maintaining a safe environment within their assigned space.
- Compliance with all local, state, and federal laws, ordinances, permits, licenses, health regulations, and festival rules.
- Any injury or damage caused by Vendor operations, products, services, equipment, or conduct.

4. Insurance Requirements

Vendors required to maintain liability insurance must provide proof of valid coverage as outlined in the festival rules. Failure to provide proof of insurance by the stated deadline may result in cancellation of participation without refund.

5. Indemnification

Vendor agrees to indemnify, defend, and hold harmless the Blue–Grey Army, Inc., Olustee Festival organizers, and affiliated parties against any claims, lawsuits, damages, liabilities, costs, or attorney’s fees arising from Vendor participation, negligence, misconduct, products, services, or violation of festival regulations.

6. Property & Security

While security may be provided during designated hours, the Blue–Grey Army, Inc. does not guarantee the safety or security of Vendor property. Vendors are solely responsible for safeguarding their belongings before, during, and after festival hours.

7. Weather & Force Majeure

The festival will operate rain or shine unless otherwise determined by festival management or emergency officials. No refunds will be issued for weather conditions, acts of God, emergencies, government actions, public health concerns, or circumstances beyond festival control.

8. Rule Enforcement

Festival management reserves the right to remove any Vendor, merchandise, display, attraction, or activity deemed unsafe, inappropriate, noncompliant, or detrimental to the festival without refund.

9. Photography & Media Release

Vendor grants permission for the Blue–Grey Army, Inc. and Olustee Festival to use photographs, video recordings, or other media containing Vendor booth, products, logo, employees, or likeness for promotional, advertising, and marketing purposes without compensation.

10. Acknowledgment & Agreement

By submitting an application and participating in the Olustee Festival, Vendor

acknowledges that they have read, understood, and agreed to abide by all Festival Rules & Regulations and this Liability Disclaimer & Waiver.

Contact Information

For questions, please email:

vendorinfo@olusteefestival.com