



ANNUAL

OLUSTEE BATTLE FESTIVAL

Annual Olustee Battle Festival & Olustee Battle Re-Enactment

2011 ANNUAL OLUSTEE FESTIVAL ARTS & CRAFTS RULES AND REGULATIONS

The 33rd Annual Olustee Battle Festival will be held in Lake City, FL on Friday, **February 18th and Saturday, February 19th, 2011**. Arts and Crafts booths may be set up after 6:00 p.m. on Thursday, February 17th and may not be taken down until after 6:00p.m. on Saturday when the festival closes.

CATEGORIES: PAINTINGS, WATERCOLORS, GRAPHICS, DRAWINGS, PHOTOGRAPHY, WINDCHIMES, CERAMICS, POTTERY, STAINED GLASS, BASKETRY, WREATHS, JEWELRY, WOODSCULPTURE, FLORAL ARRANGEMENTS, FABRIC, NEEDLEWORK, LEATHER, PEWTER, IRONWORKS, & MISCELLANEOUS.

ALL CRAFTS MUST BE HAND MADE OR EMBELLISHED BY YOU!! Drop-pops, water devices, slingshots, and popguns **are not allowed.** 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. Any problems with this please discuss it with us.

Spaces will be on a first come-first serve basis and will be subject to approval. Completed and correct applications will be accepted by post-mark. Deadline will be 12/15/10. Applications received later will be put on a waiting list. Acceptance letters will be mailed as soon as completed application is accepted or no later than 1/15/11. After your application has been approved, you will receive confirmation in writing. On Thursday evening prior to set up, all vendors report near the Gazebo in Olustee Park for booth assignment/placement.

Booth spaces are approximately 10 feet wide and 10 feet deep. Cost per space is \$117.70 (booth application fee of \$110.00 plus Florida Sales Tax at 7% or \$7.70). If you have an end space, they are \$160.50 (booth fee of \$150.00 plus Florida Sales Tax at 7% or \$10.50). There are not many end spaces due to "pre-pays" so call ahead for availability. The booths run down the center of the street except in the park itself. Customers should have access to your booth from both sides. Booths in the park will only be opened in the front. **No part of your booth will extend over the assigned area and all of your merchandise etc. must remain inside your booth area.** Nothing will be permitted on the sidewalks, including persons in chairs. If you require more space then you must purchase more space.

A current Florida Certificate of Tax Registration needs to be sent with your application. If you don't have one, you will need to apply for one. **YOU WILL BE RESPONSIBLE FOR YOUR OWN TAXES!** Please contact Ms. Linda Wells at the Florida Department of Revenue office at 2651 West U.S. 90 in Lake City, at 386-758-0420 and obtain a tax certificate good for only the Olustee Battle Festival Weekend. The 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 Department of Revenue for collection purposes.

It is preferred that Arts & Crafts Booths be set up on Thursday evening prior to the festival. Security will be provided in the area for Thursday and Friday nights. All booths will be required to be totally 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 spaces are is prohibited.

Weather is always a factor. You are required to stay set up for the entire show. You may not leave early or start packing up before 5:00 p.m. If you do leave early you will not be allowed back in the show next year.

There will be no vehicles, campers, trailers, or any other unauthorized vehicles within the barricaded area. Vehicles parked within the barricades will be towed away at the owner's expense. This will be strictly enforced. When you park your vehicle, camper, or trailer, make sure that you have made arrangements prior to the festival. **You may use Honda generators only.**

No space will be held without payment. Returning vendors have until March 15th to secure the same space. After that time it is "first come- first serve" to new vendors as well as old. **ALL APPLICATIONS ARE SUBJECT TO APPROVAL.** A photo of booth setup and craft you make must accompany all first time vendor applications, along with copy of Tax Certificate. Photo and copy will not be returned, but will be kept on file.

RETURN COMPLETED APPLICATION AS SOON AS POSSIBLE.

With your completed application you should send:

- 1) Your application and application fee of \$117.70 or \$160.50 for end space.
- 2) A copy of your DR14 Department of Revenue Consumers Certificate of Exemption for Florida Sales Tax, or a copy of your DR11 Department of Revenue Certificate of Registration for Florida Sales Tax.
- 3) Your signed "Olustee Battle Festival Liability Disclaimer" (back of application).
- 4) A photograph of your booth or unit showing that it has four sides and a covered top, and a photo of you making your product.
- 5) A stamped, self-addressed envelope for confirmation.

Returning vendors must notify us before adding/changing the type of craft items you sell.

If you have any questions, please feel free to contact **Lynn & Nancy Nicely, or Lynn Reeves at 386-935-1463.**
Thank you for your prompt attention to this correspondence.

Sincerely,

Lynn & Nancy Nicely & Lynn Reeves
Co-Chairs Arts & Crafts
Olustee Battle Festival
Blue-Grey Army, Inc.