



ANNUAL

OLUSTEE BATTLE FESTIVAL

Annual Olustee Battle Festival & Olustee Battle Re-Enactment

OLUSTEE FESTIVAL FOOD VENDOR RULES AND REGULATIONS

The Annual Olustee Battle Festival will be held in Lake City, FL on **Friday and Saturday in February**. Food Vendor booths may be set up after 6:00 p.m. on Thursday before the festival starts and may not be taken down until after 6:00 p.m. on Saturday when the festival closes.

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 15th. **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. **All vendors must list all menu items that will be sold at the festival.**

On Thursday evening prior to setup, all vendors must check in with the Blue-Grey Army, in our trailer located behind the Gazebo in Olustee Park for booth assignments and placement.

Booth Spaces are Approximately 18 feet long by 10 feet wide. **No part of your booth will extend over your assigned area.** Nothing will be permitted on the sidewalks including persons in chairs. If you require more space please purchase and extra space. **All booths must have 4 sides and a covered top.**

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.

All 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 on our website at:

<https://www.olustee festival.com/images/documents/food-rules-regulations.pdf>

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

IMPORTANT

ALL Food Vendors must have Additional Insurance naming the Blue – Grey Army Inc. – Olustee Battle Festival P.O. Box 2224, Lake City, FL 32056, in the amount of One (1) Million Dollars Liability Coverage. You may purchase the additional coverage from the Blue – Grey Army for the cost of \$65.00, or you can purchase this from your own insurance company. You must provide the Blue – Grey Army a copy of this additional



ANNUAL

OLUSTEE BATTLE FESTIVAL

Annual Olustee Battle Festival & Olustee Battle Re-Enactment

insurance if purchased from your own insurance company via e-mail at vendorinfo@olusteefestival.com or at time of check in.

A current Florida Certificate of Tax Registration numbers needs to be sent in with your application. If you do not have one you must apply for one. **YOU ARE RESPONSIBLE FOR YOU OWN TAXES!** Please contact Mr. Jeffery Harden at the Florida Department of Revenue office at 2651 West U.S. Highway 90 in Lake City, at (386) 758-0420 to obtain a tax certificate good for the 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 Florida Department of Revenue for collection purposes.

It is preferred that Food Vendors be set up on the 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 the spaces are located is strictly prohibited.

Weather is always a factor. You are required to stay set up for the entire festival. **You may not leave early or start packing up before 5:00 P.M. on Saturday.** 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 barricade area will be towed at the owner's expense.**

VENDORS ARE TO PROVIDE THEIR OWN ICE.

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

Contact Information

<u>Food Vendors & General Information</u>	<u>Arts & Crafts Vendors, Kids Zone, Non – Profit, & General Information</u>	<u>Application Questions, Payments & General Information</u>
Angie Adler (386) 984-5142 vendorinfo@olusteefestival.com	Angie Adler (386) 984-5142 vendorinfo@olusteefestival.com	Angie Adler (386) 984-5142 vendorinfo@olusteefestival.com