

42nd Annual
Battle of Olustee
February 16 – 18, 2018

To All Sutlers:

The 42nd Annual Battle of Olustee or Ocean Pond will be reenacted Sunday, February 18, 2018 at the Olustee Battlefield Historic State Park in the Osceola National Forest. In addition, a battle demonstration will be conducted Saturday, February 17, 2018. We expect at least 2,000 participants and over 15,000 visitors during the three-day event. Please be sure to review this correspondence carefully. Please note that these exhibitor rules are subject to change.

As of 2001, NO PETS such as cats and dogs are allowed at Olustee Battlefield Historic State Park during the Olustee Battle Reenactment from Wednesday through Sunday.

LOCATION: The battlefield is located 15 miles east of Lake City, Florida and 50 miles west of Jacksonville, Florida on U.S. Highway 90, just off Interstate 10. The park's physical address is 5890 Battlefield Trail Road, Olustee, Florida 32087 (please note: this is not a mailing address).

SPONSORING ORGANIZATIONS: The Florida Park Service, the USDA Forest Service, the Olustee Battlefield Citizen Support Organization, and Blue-Grey Army, Inc. of Lake City, Florida.

SUTLER COORDINATOR: Your Coordinator for 2018 will be Eric Hague.

LETTER OF ACCEPTANCE: Sutlers that have been accepted to participate in the 2018 event will receive a letter of acceptance in early December, at which time your fee/check will be deposited. A fee of \$30.00 will be charged for any returned check. If you are not accepted as a sutler, your check will be returned to you in December.

ARRIVAL TIME: Sutlers may begin arriving Wednesday, February 14, 2018 after 10 a.m. and must be completely set up no later than 8 a.m., Friday, February 16th. No vehicles are allowed in Sutler's Row from 8 a.m. on Friday until Sunday after 5 p.m. Troops will begin arriving on Thursday, February 15th and may stay through Monday, February 19th.

SUTLER DINNER: A covered dish dinner is scheduled for 5 p.m. Wednesday evening under the Ball Tent. All Sutlers are invited to attend. Bring a dish to share.

REGULATIONS: Please ensure your compliance with the regulations outlined on your application. Failure to comply with these rules will result in your permit being revoked.

SALES TAX CERTIFICATE: Remember you must have either a permanent or temporary Florida sales tax certificate and must present a copy of this certificate before you will be allowed to set up.

We would like to thank you for your time and attention. Look over the enclosed information and feel free to contact the Olustee Battlefield Historic State Park at 1-877-635-3655 if you have further questions or problems.

Respectfully Yours,

The Olustee Battle Reenactment Committee of
The Olustee Battlefield Citizen Support Organization

REMIT APPLICATION, SUTLER FEE AND VENDOR PERMIT TO:

Sutler Registration
Battle of Olustee
Post Office Box 382
Glen St. Mary, Florida 32040

visit our website: battleofolustee.org

2018 SUTLER RULES & REGULATIONS

APPLICATION DEADLINE: All sutlers wishing to participate in the event must have their application submitted no later than November 1, 2017. No applications will be accepted after November 1, 2017. No Sutler will be admitted to the event without having pre-registered.

FEE: Sutler fees are based on the actual canvas size of the Sutlery.

- Fees are a minimum of \$150.00 + \$0.10/square foot.
- Rope size **MUST** be included on application form. APPLICATIONS SUBMITTED WITHOUT CANVAS SIZE AND CANVAS SIZE WITH ROPES WILL BE REJECTED. Please make sure you include any tarps in your canvas size.
- Fees must be submitted with the application. Checks will be held until the sutler selection process has been completed (early December). A fee of \$30.00 will be charged for any returned check
- Sutler fees are non-refundable if you are accepted for the event and do not attend or cancel.

SELECTION PROCESS: A total of 55 sutlers will be accepted for the 2018 Olustee Reenactment.

- First priority will be given to sutlers who have participated in the event previously.
- Vacancies for new spaces will be filled on a first-come, first-serve basis.
- Priority for selection will be given to sutlers who have submitted their completed application (including canvas size and canvas size with ropes) no later than the November 1, 2017 deadline date, and have conformed to regulations during the last two reenactments.
- All new sutlers and those not participating in the event in the past two years **MUST SUBMIT A PHOTO** of their setup with the application.
- Applications will be considered in the order in which we receive them.

Acceptance letters are mailed.

REGISTRATION: Registration will begin on WEDNESDAY at 10:00 a.m. No arrivals will be admitted prior to this time. All sutlers must be registered, have proper permits, and be assigned a site before setting up, including Modern Camping. **DO NOT ARRIVE AT THE BATTLEFIELD SITE EARLY. SITES ARE PRE-ASSIGNED. YOU WILL NOT BE ALLOWED TO SET UP EARLY.**

SALES TAX: All retail sales in the State of Florida require a State Sales Certificate. You must collect taxes on all sales and forward them to the Florida Department of Revenue. You may obtain information about the State Sales Certificate by contacting the Lake City office of the Florida Department of Revenue at **(386) 758-0420. YOU WILL NOT BE ASSIGNED A SITE UNTIL YOU PRESENT A COPY OF YOUR PERMANENT OR TEMPORARY SALES TAX CERTIFICATE.**

ATTIRE: All sutlers are to vend their goods in 1860s period attire from 1860s period-type tents, wagons, tables, and/or blankets.

SET UP: All sutlers must set up in "Sutlers' Row" where you are assigned.

GOODS: ALL (100%) of your merchandise must comply with the following regulations:

- Only period goods or authentic reproductions of the same period are permitted to be sold and exhibited.
- At least 80% of your wares must pertain to the Civil War period, such as clothing, accoutrements, weapons, living history items, ladies accessories, etc.
- The other 20% of your wares may be period music tapes, books and prints that pertain to the Civil War. Pre-Civil War (1800 - 1865) military goods are welcome. Please make note of the items that may not be sold listed below.
- Modern shooting supplies for maintaining period weapons and camping supplies for reenactors may be sold if displayed in period style container/box.

We will allow three sutlers each in the categories of books and prints.

YOU MAY NOT SELL: modern jewelry, Indian goods, rendezvous furs, skins, feathers, prom gowns, zippered apparel, non-period items, food, beverages, artifacts removed from historic battlefields, **black powder, rolled cartridges**, non-period crafts, non-period playing cards and flea market items. Sutlers selling black powder will be asked to leave the event immediately.

SOUVENIR ITEMS MAY NOT BE SOLD - Souvenirs include, but are not limited to the following items: bumper stickers, t-shirts, ball caps, non-period toys, comic books, etc. ***Knives, pistols, tobacco products and other inappropriate items may not be sold to minors.***

PARKING: Because of our continued space limitations we need to limit vehicles. Please come in as few vehicles as possible. **Vehicles must be removed from Sutler's Row as soon as they are unloaded and parked in designated areas only.** Please **unpack your cartons after you have removed your vehicle from Sutler's Row.** Vehicles are not allowed in Sutler's Row from 8 a.m. Friday until Sunday at 5 p.m.

MODERN CAMPING: Each modern camper will be assigned a numbered lot. Quiet time is from 12 midnight until 6:00 a.m. each day. **NO GENERATORS** are allowed during this designated quiet time. You must register at the modern camping gate prior to parking in a campsite. **The camping at Olustee Battlefield is primitive in nature. This event cannot accommodate requests to operate generators outside posted quiet hours, nor can we provide electricity. It is the sutlers responsibility to notify their staff about the availability of electricity.**

ELECTRICITY: **This event is primitive in nature and electricity is not provided for sutlers.**

SUTLER CAMPING: Sutlers are encouraged to include living quarters and sutlery within one tent. Additional tents will be subject to same fee structure as sutler tents and must be paid on a square footage basis. **Please Note: Fires are prohibited in Sutler's Row. Digging of any type is strictly prohibited. Violators will receive Federal fines and will be immediately dismissed from the event.**

FIRES: **Fires are not allowed** in the Sutler area.

DELIVERIES: **DO NOT have UPS or Fed Ex deliveries sent to the Battlefield.** No deliveries will be accepted by the Olustee Reenactment staff. If you must have supplies, please make arrangements for deliveries prior to your arrival at Olustee Battlefield Historic State Park.

BEHAVIOR: **Any sutler or sutler staff that is verbally abusive, harrassing of staff or threatening violence will be immediately removed from the event without question or right of appeal and will not be allowed to participate in future events. Sutlers are also responsible for the behavior of their staff and may be removed from the event for their behavior also.**

The Olustee Battlefield Citizens Support Organization prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Sutlers at the Olustee Battle Reenactment are expected to treat others with dignity and respect. **Sutlers that discriminate against others will be immediately removed from the event without question or right of appeal and will not be allowed to participate in future events.**

ENFORCEMENT OF REGULATIONS: In fairness to all, Sutler regulations will be enforced by the Florida Park Service and the U.S. Forest Service. Inspections for compliance will be conducted throughout the event. You will be asked to remove any nonconforming merchandise. Failure to comply with this request will result in your permit being revoked and you will be asked to leave the event immediately. Sutlers ejected from the event will not be allowed to participate in future events.

SECURITY: Each sutler is responsible for their own sutlery area. U.S. Forest Service, Florida Fish and Wildlife Conservation Commission and Baker County Sheriff's Office will be providing 24-hour security and patrols during the event. Any security problems should be reported to a staff person immediately.

SCHOOL TOURS: Any sutler not wanting to participate in Friday school tours should remain closed until 2:00 p.m. Notify a staff person if there are problems with school or scout troops entering a closed area.

visit our website: battleofolustee.org

NO PETS **OLUSTEE BATTLE REENACTMENT** NO PETS **MODERN CAMPING RULES**

The following is in compliance with the Florida Park Service Camping Rules and Regulations.
Your cooperation in adhering to the following rules is appreciated.

1. The 10th Georgia or its representative is responsible for assigning all campsites. Sites are available on a first come basis. No reservations required and **NONE Will Be Taken**.
2. Camping is permitted in designated areas ONLY. The trailer parking area is not a designated camping area.
3. Park ONLY in designated parking areas.
 - a. Each campsite may park one (1) vehicle. All extra vehicles will be parked in the areas provided.
 - b. DO NOT park on roadways.
Vehicles will be towed at owners' expense.
4. ALL roadways are one way unless otherwise posted.
5. All campfires are to be maintained and supervised at all times by an adult. *(18 years of age or older)*
 - a. Ground fires are not to be pit type. Fires should be central to camps.
 - b. NO DIGGING OF FIRE PITS!
This is a U.S. Forest Service rule. Violators will be fined for ignoring this warning!
 - c. **Unattended campfires are not permitted.**
 - d. No campfires will be permitted after 10:00 a.m. on Sunday
6. All trash is to be placed in plastic bags and placed in dumpsters or 50-gallon barrels before leaving the park at the end of the weekend.
 - a. Aluminum cans are to be placed in the recycling bins provided.
 - b. Please do not leave trash in camps.
7. No firearms are to be fired and all unnecessary noise is to be held to a minimum between 12:00 a.m. and 6:00 a.m.
8. Generators must be turned off between 12:00 a.m. and 6:00 a.m.
9. The Florida Park Service, the U.S. Forest Service, the OluStee Battlefield CSO and the 10th Georgia may not be held liable for any damage or loss of property, or injury to any person or animal.
10. All camping at the OluStee Battle Reenactment is primitive in nature. We cannot permit the use of generators outside the designated quiet hours, nor can we provide electricity.
11. **PETS ARE NOT ALLOWED** at OluStee Battlefield Historic State Park during the OluStee Battle Reenactment. Pets are defined as fur-bearing animals such as cats and dogs.

THESE POLICIES ARE FOR YOUR PROTECTION AND ENJOYMENT AS WELL AS FOR THE ENJOYMENT OF OTHERS IN THE CAMPING AREA.

OluStee Battlefield Historic State Park
Manny Perez, Park Manager

Osceola National Forest
Ivan Green, District Ranger

FEE REQUIRED - Please include with application - Fee based on actual canvas size

Canvas (Tent & Fly) frontage _____feet **X** Canvas (Tent & Fly) Depth_____ = Total square feet _____
\$150.00 + _____Total square feet (from above) **X** \$0.10= Total Fee _____

HELP US DESIGN OUR SITE PLAN BY COMPLETING THE FOLLOWING INFORMATION

This information must be completed for application to be approved.

Please remember to include any tarps in your calculations

- ◆ Number of Tents: _____ (If more than one tent include layout sketch)
- ◆ Space Required: Frontage (from fee calculation above) + distance ropes extend from tents _____
- ◆ Depth (from fee calculation above) + distance ropes extend from tents _____
- ◆ My frontage & depth may be reversed ____ YES ____NO
- ◆ Fly Size _____

Please Draw a Diagram of your tent layout – remember to include any fly and indicate any openings.

Camping Rig Information

I am camping Onsite _____ Offsite _____ In My Sutlery Tent _____

Type of Camper: _____ RV _____ Trailer _____ Tent

Camper Length _____ Camper Height _____

Additional Trailer Length _____ Total Length of Trailer + Towing Vehicle _____

Camping at Olustee Battlefield is primitive in nature. We cannot accommodate requests for use of generators outside the posted quiet hours, nor can we provide electricity

I HAVE READ AND AGREE TO ALL RULES AND REGULATIONS ESTABLISHED FOR THE OLUSTEE BATTLE REENACTMENT. I HAVE ALSO PROVIDED ALL RULES AND REGULATIONS TO MY STAFF AND I UNDERSTAND THAT I AM RESPONSIBLE FOR ASSURING THEIR COMPLIANCE WITH EVENT POLICIES.

(SIGNATURE)

PLEASE MAKE CHECKS PAYABLE TO: OLUSTEE BATTLEFIELD CSO

RETURN THIS FORM TO:

SUTLER REGISTRATION

POST OFFICE Box 382

GLEN ST. MARY, FLORIDA 32040

Page 3 OF FORM MUST BE COMPLETED FOR APPLICATION TO BE APPROVED

DEADLINE FOR SUTLER APPLICATIONS IS November 1, 2017.

Sutler's will be notified of acceptance by December 1, 2017

SHORT TERM VENDOR PERMIT
(Olstee Battlefield Citizen Support Organization)

Upon payment of the proper fees, the following named Permittee is authorized to establish one point of sale at Olstee Battlefield Historic State Park for the dates specified herein. This permit is subject to all park rules, policies and regulations, and to the conditions set forth below.

Permittee:

Name of Representative	Company Name	Phone
Address	City	State, Zip
Florida Sales Tax #		<input type="checkbox"/>
		I Apply for a temporary tax #

1. This permit is issued for **Olstee Battlefield Historic State Park**, hereinafter referred to as the Park, for **The 42nd Annual Olstee Battle Reenactment**, hereinafter referred to as the Event.
2. This Permit is valid for **4** day(s) on the following dates: **February 15 – 18, 2018**. Permittee agrees that minimum operating hours shall be **8 a.m.** until **5 p.m.** daily.
3. The products or services to be provided under this Permit are:
 Food and Beverage Crafts/Demonstrations **XX** Other
 In case of crafts, Permittee agrees to provide only crafts of good quality which are authentic Florida crafts and relate to the state park system and any historic period or theme depicted by the Event.
4. The exact location, within the Park, for the Permit operation shall be mutually satisfactory with the Park Manager and the Permittee. If mutually agreeable terms cannot be reached, the Park Manager's decision shall be final. The Park Manager, at his discretion, may require the Permittee to furnish after hours security at the Permittee's expense. The person serving as guard shall be subject to approval by the Park Manger.
5. Permittee agrees that for the privilege of operating under this Permit, he/she will pay the CSO the fee **of a Minimum \$150.00 + \$0.10/square foot**, plus State and county Taxes as applicable. Permittee shall remit payment of the fee to the CSO, prior to the Permit date.
6. Permittee agrees to comply with all policies, rules, and laws governing the operation of the Park, and not alter or damage the Park's natural or cultural resources in any way through the support or operation of Permit activities, and to be responsible for and fully repair all damage to Park facilities and resources which may result from any operation under this permit.
7. The Permittee shall save and hold harmless and indemnify the State of Florida against any and all liability, claims, judgments or costs of whatsoever kind and nature of injury to, or death of, any person or persons and for loss or damage to any property resulting from the use, operation, or performance of service under the terms of this Permit, resulting in whole or in part from the negligent acts or omissions of the Permittee, or any of the employees, agents, or representatives of the Permittee to the extent allowed by law.
8. This Permit is not intended nor shall it be construed as granting any rights, privileges, or interests in any third party without mutual written agreement of the parties hereto.
9. This Permit may be terminated by the CSO at any time for failure by the Permittee to perform in accordance with the terms and conditions contained herein.
10. The Permittee agrees and accepts the terms and conditions of this Permit by his/her signature below.
11. Permittee is required to report any revenue or income to the Department of Revenue for applicable sales tax. CSO is required to submit vendor name and tax number to local tax offices. Sales and Use Tax Returns may be obtained at **local tax office (386) 758-0420** or Department of Revenue, Tallahassee, FL 32399-0100.

ATTEST:

PERMIT APPROVED BY:

	Permittee
	Park Manager or Designee
	Date