To All Authors:

The 44th Annual Battle of Olustee or Ocean Pond will be reenacted Sunday, February 16, 2020 at the Olustee Battlefield Historic State Park in the Osceola National Forest. In addition, a battle demonstration will be conducted Saturday, February 15, 2020. 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.

COORDINATOR: Your Coordinator for 2020 will be Eric Hague.

LETTER OF ACCEPTANCE: Authors that have been accepted to participate in the 2020 event will receive a letter of acceptance, at which time your fee check will be deposited if you are required to pay a fee. A fee of $30.00 will be charged for any bounced check. If you are not accepted as an author, your check will be returned to you. Fee payments will only be accepted by check dated December 1.

ARRIVAL TIME: Authors may begin arriving Thursday, February 13, 2020 after 10 a.m. and must be completely set up no later than 8 a.m., Friday, February 14th. No vehicles are allowed in Exhibitors Area and Sutler’s Row from 8 a.m. on Friday until Sunday after 5 p.m. Troops will begin arriving on Thursday, February 13th and may stay until Monday, February 17th.

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 if you will be conducting any sells.

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 Org.

REMIT APPLICATION, FEE AND VENDOR PERMIT TO:
Sutler Registration
Battle of Olustee
Post Office Box 382
Glen St. Mary, Florida 32040

[Visit our website: battleofolustee.org]
2020 Author

RULES & REGULATIONS

All authors wishing to participate in the event must have an application submitted no later than November 1, 2019. Applications received between November 2 and January 1 will be assessed a $50.00 late fee. No applications will be accepted after January 1. No Author will be admitted to the event without having pre-registered

SELECTION PROCESS: A limited number of authors will be accepted for the 2020 Olustee Reenactment.

- First priority will be given to those 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 authors who have submitted their completed application (including canvas size and canvas size with ropes), and have conformed to regulations during the last two reenactments.
- All new authors 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 Thursday at 10:00 a.m. No arrivals will be admitted prior to this time. All authors 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 SALES TAX CERTIFICATE.

ATTIRE: All authors/exhibitors are to display their goods in 1860s period attire from 1860s period-type tents, wagons, and tables.

SET UP: All authors must set up where you are assigned.

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 exhibit area as soon as they are unloaded and parked in designated areas only. Please unpack your cartons after you have removed your vehicle from the exhibit area. Vehicles are not allowed in the exhibit area from 10 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.
FIRES: **Fires are not allowed** in the Sutler area. Fires are permitted within the designated exhibit area. Digging of any type, including fire pits, is strictly prohibited. Violators will receive Federal fines and be immediately dismissed from the event.

BEHAVIOR: Any author who is verbally abusive 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. Authors 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. Authors/Exhibitors at the Olustee Battle Reenactment are expected to treat others with dignity and respect. Those 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, 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 items. Failure to comply with this request will result in your permit being revoked and you will be asked to leave the event immediately. Authors ejected from the event will not be allowed to participate in future events.

SECURITY: Each author/exhibitor is responsible for their area. The 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: School tours are expected on Friday of the event. Children begin arriving about 8:30 a.m and remain onsite until about 2 p.m. Please be prepared.

**Author Rules**

1. All books must be written by the exhibitor and relevant to the Battle of Olustee or the 1860—1865 Pre-Civil War and Civil War time periods.

2. All authors are to vend their goods from 1860s period-type tents, wagons, tables, and/or blankets.

3. Authors are required to pay a fee of $25.00 plus tax and must donate a copy of any book being displayed to the park library.

4. 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. Educational Exhibitors at the Olustee Battle Reenactment are expected to treat others with dignity and respect. Exhibitors 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.

   Visit our website: [battleofolustee.org](http://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. 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   Osceola National Forest
Manny Perez, Park Manager   Ivan Green, District Ranger
NO PETS  Author Application Form  NO PETS
44th Annual Battle of Olustee Reenactment
FEBRUARY 14-16, 2020

Name of Organization: __________________________________________________________

Contact Person: ________________________________________________________________

Permanent Mailing Address: ______________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Exemption From Public Disclosure
Are you a current or former law enforcement officer, other employee* or the spouse or child of
one who is exempt from public records disclosure under S11907, F.S.?

*Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant
state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments
whose responsibilities include revenue collection and enforcement or child support, and certain investigators in the
Department of Children and Families.

☐ Yes  ☐ No

PLEASE DESCRIBE YOUR BOOK AND ITS CONNECTION TO THE BATTLE OF
OLUSTEE OR THE CIVIL WAR COMPLETELY:

______________________________________________________________________________

______________________________________________________________________________

HELP US DESIGN OUR SITE PLAN BY COMPLETING THE FOLLOWING INFORMATION:
Number of Tents: ___________  If you have more than one tent, please include a layout sketch
Space Required: Tent frontage (including ropes) ___________  Tent Depth (including ropes) _______

Please Include a Sketch:

Please Return Application To:
Author Registration
Post Office Box 382
Glen St. Mary, Florida  32040

_________________________________________________________  Signature
SHORT TERM VENDOR PERMIT
(Olustee Battlefield Citizen Support Organization)

The following named Permittee is authorized to establish one point of sale at Olustee 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 #

I Apply for a temporary tax #

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1. This permit is issued for Olustee Battlefield Historic State Park hereinafter referred to as the Park, for Olustee-Battle Reenactment, hereinafter referred to as the Event.

2. This Permit is valid for 4 day(s) on the following dates: February 13-16, 2020. Vendor agrees that minimum operating hours shall be 9 a.m. until 5 p.m. daily. Exceptions are made for February 14 (Educational Day).

3. The products or services to be provided under this Permit are:
   ___ Food and Beverage  ___ Crafts/Demonstrations  X 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 Event Coordinator and the Vendor. If mutually agreeable terms cannot be reached, the Event Coordinator's decision shall be final. The Olustee Battlefield CSO, Event, Park and Department are not responsible for security of the vendor's operations.

5. The Vendor agrees that as consideration for the privilege of operating in the Park under this Authority they will remit to the Olustee Battlefield CSO a fee of $25.00 plus donation of authors book to CSO library. Vendors are responsible for their own taxes. Vendors shall remit the fee to the Olustee Battlefield CSO upon registration. Registration and approval is required for this event.

6. Vendor agrees to comply with all policies, rules, and laws governing the operation of the Park and the event, 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 activities under this permit.

7. The Vendor assumes all risk in the operation of its business under this Authorization and shall be solely responsible and answerable in damages for accidents or injuries to persons or property, whether direct or indirect, arising out of its operations or arising by virtue of the carelessness, negligence, or improper conduct of the Vendor, its employees, respective officers, representatives, or agents. The Vendor is strongly advised to obtain adequate insurance to cover such risks. The Vendor shall save and hold harmless and indemnify the Olustee Battlefield CSO, State of Florida, the Department of Environmental Protection, and the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida ("Board of Trustees"), and their employees, respective officers, representatives, and agents against any and all liability, claims, judgments, or costs of whatsoever kind and nature for injury to, or death of, any person or persons and for the loss of or damage to any property resulting from the use, service, operation, or performance of work under the terms of this Authorization, resulting from any act, or failure to act, by the Vendor, or its employees, respective officers, representatives, or agents to the extent allowed by law. The Vendor shall notify the Park Manager within five (5) days of all legal actions filed against the Vendor related to the Park or that may adversely affect or reflect on the Department.
8. This Permit is not intended nor shall it be construed as granting any rights, privileges, or interests to any third party.

9. This Permit may be terminated by the Event Coordinator at any time for failure of the Vendor to perform in accordance with the terms and conditions contained within the event guidelines and this permit.

10. The Vendor 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 the local tax office (386) 758-0420 or Department of Revenue by telephone, 800-352-3671 or by the internet at http://dor.myflorida.com/dor/.

11. The Vendor and its employees shall not discriminate, by segregation or otherwise, against any person on the basis of race, color, religion, sex, national origin, age or disability in its performance under this Authorization.

12. The Vendor shall ensure that all employees of the Vendor will display a courteous, friendly, and helpful attitude. All Vendor employees shall be identified with the Vendor’s company uniform or shirt, name tag, unless in costume, and shall have a neat and clean appearance.

13. The employment of unauthorized aliens by any Vendor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Vendor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Authorization by the CSO.

14. The Event shall conduct a sexual predator and sexual offender check on the Vendor’s Authorization Manager prior to executing an Authorization. No person on either the sexual predator or sexual offender list maintained by the Florida Department of Law Enforcement (“FDLE”) shall be employed within the Park. The Department has the right to conduct criminal background checks and additional sexual predator and sexual offender checks during the life of this Authorization. The Vendor shall perform sexual predator and sexual offender checks on its employees, prior to the execution of this Authorization, and shall make such records available to the Event.

15. The Vendor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances in providing services to the Event under this Authorization. The Vendor acknowledges that this requirement includes, but is not limited to, compliance with all applicable federal, state and local health and safety rules and regulations.

16. The Vendor shall be responsible for ensuring compliance with the Americans with Disabilities Act (“ADA”) for Authorization-related activities conducted in the Park. The Vendor shall provide reasonable accommodations for persons with disabilities, which includes reasonable accommodations and access to the Event, including program and/or activity that the Vendor offers to the public.

17. Prior to commencement of business under this Authorization, the Vendor shall provide copies to Event of all local, state, and federal licenses and Authorizations required to operate with the Park.

18. The Vendor agrees and accepts the terms and conditions of this Authorization by the Vendor’s signature below.

ATTEST: 
Permittee

PERMIT APPROVED BY:  
Event Coordinator or Designee  
Date