

CHARLTON PARK VILLAGE, MUSEUM & RECREATION AREA  
CIVIL WAR REENACTMENT 2012

EVENT INFORMATION

**INDIVIDUALS RECEIVING THESE PACKETS ARE RESPONSIBLE FOR  
INFORMING THEIR UNIT PARTICIPANTS OF THE CONTENTS. THANK YOU.**

REGISTRATION

All Reenactors are requested to Pre-Register at no charge, postmarked no later than June 15, 2012. The on-site registration fee is **\$10.00** per reenactor. Please use the enclosed Unit Pre-Registration Form. You may make additional copies if necessary but registration by separate individuals is discouraged. All adult participants must sign in at the on-site Check-In and complete a "Hold Harmless" Release before setting up camp. Parents or legal guardians must sign a "Hold Harmless" Release for minors under 18 years of age. Check-in will be open for Friday, July 20, 2012 from 8:00am until 12:00 midnight and Saturday, July 21, 2012 from 6:00am to 12 noon. REENACTORS ARRIVING AFTER 12 NOON MUST PAY REGULAR SPECTATOR FEES AT TICKET LOCATION. **Please mail your form directly to: Mr. John Clark, P O Box 235, 110 N Main Street, Sherwood, MI 49089.** All pre-registration forms must be postmarked no later than June 15, 2012 for adequate amenities. Thank you.

SUTLER REGISTRATION BY INVITATION ONLY

Sutlers need to REGISTER as soon as possible but no later than June 15, 2012. Please use the enclosed Sutler Registration Form. There is a \$25.00 Sutler Fee and the number of Sutlers may be limited. A written acceptance or denial will be sent within two (2) weeks of receipt of registration form and fee. All Sutlers must sell "period items" and must provide their own tents, equipment and fire extinguisher. Sutlers will NOT sell from modern vehicles. Sutlers may camp beside their own sutlery in a tent if space allows. The Sutler Row Coordinator, will assign ALL sites on Sutler Row. **NO "walk-on" Sutlers will be allowed. Sutlers only,** may check-in Thursday, July 19 from 9:00am – 6:00pm, or 9:00am to 8:00pm on Friday, July 20, and again on Saturday, July 21 from 7:00am to 9:00am. For the Thursday arrival, enter by the North Gate and drive down to the designated Sutler area. The Sutler Coordinator will be able to assist you. For Friday and Saturday arrival, use the River Road entrance, stop at Check-in at new Exhibit Barn by Sawmill and proceed to the Sutler area. All modern vehicles not removed from Sutlers Row and Village before 9:00am Saturday to 4:00pm Sunday, will be subject to towing at the owner's expense. **This event officially ends at 3:30pm, Vehicles will be allowed into the Sutler area at the discretion of the Sutler Coordinator. Sunday, July 22, however, Sutlers may remain at Charlton Park until Monday, July 23, and must check out before 12 noon. Please send your registration form directly to Historic Charlton Park, 2545 S Charlton Park Road, Hastings, MI, 49058 with a check for \$25.00 made out to Charlton Park. Thank you.**

ARTILLERY CONDUCT

Unit Commanders shall be responsible for the safety and conduct of troops under their command and shall prohibit smoking near any black powder supplies. Full scale cannon only, mortars allowed by permission only. All cannon will be inspected by the Artillery Inspection Team as approved by the Host Unit(s). Safety Officers designated by the Unit(s) will oversee the artillery firing lines during engagements. Timing intervals between rounds will be observed.

AUTHENTIC CAMPS

Separate camps will be offered for Union and Confederate Military, for Civilians, Sutlers, Modern Campers. After On-Site check-in, all Military, Civilians and Sutlers will proceed to their respective camps, unload, and park their modern vehicles in the Recreation Area Parking shown on the enclosed map. Use of the Fire Lane (see map) is prohibited. This lane is for ambulance and emergency vehicles ONLY. Water, sanitary facilities, and a limited supply of firewood will be provided. Straw will be rationed. Campfires must be in pits in safe non-pedestrian areas. Vehicles will be allowed to unload equipment in the authentic

camps until 9:00am Saturday, and in the military camps until midnight Friday. Vehicles left in camps AFTER THESE TIMES will be subject to towing at the owners expense. No modern vehicles will be allowed in the camps from 9:00am Saturday to 4:00pm Sunday. **Drivers & occupants of vehicles who drop off or pick up reenactors between Friday and Sunday are subject to spectator gate fees.**

### AUTHENTICITY & SAFETY

All military, civilian and sutler participants must be dressed in period clothing while in their respective Authentic Camp areas. All military, civilian and sutler participants that wish to leave and reenter the Park from 8:00am Saturday to 3:00pm Sunday MUST stop at ticketbooth and have their hand stamped unless they are in period costume. Authenticity is important to all the sponsors, so please maintain an authentic impression and attire at the event. Public spectators will be visiting the Park throughout the weekend, so keep in mind that respectful and educational conversations with the public are in order. Civilians are discouraged from camping with the military. Minimal civilian visitation in military camps is acceptable. All weapons, including personal sidearms, will be inspected by the appropriate commanders. Proper safety habits should be observed at all times. Firing of weapons IS NOT ALLOWED in any of the camps. Safety inspections will be held in both military camps before the battles. NO ONE will participate who has not been properly registered and safety inspected. Dismounted Cavalry impressions will fight as infantry and must have an appropriate two or three banded rifle. NO carbines, shotguns, or flintlocks will be allowed by anyone.

### CAMP FIREWOOD

Please be responsible and use sparingly. USE ONLY THAT WOOD FROM WOODPILE BY REGISTRATION AREA CLEARLY DESIGNATED FOR CIVIL WAR MUSTER 2011. All other woodpiles and sheds are off-limits.

### CAVALRY/MOUNTED REENACTOR CONDUCT

Unit Commanders shall be responsible for the safety & conduct of troops under their command. All horses must be under control of their rider at all times and are not allowed to gallop or run outside the battlefield area. Event liability insurance will cover damage or injury by a horse to the public but excludes damage/injury to the rider. Riders are responsible for maintaining their own personal health & property insurance. **Horses used during the event must be covered by appropriate health papers such as the Equine Infections Anemia Lab Test, or Coggins Test.**

**Bring this documentation with you in order for your horse to participate. If you do not bring these papers to On-Site Check-In, your horse cannot participate in this event. Bring your own hay. Hay will NOT be provided. Community water tank will be provided.**

### CLEAN-UP

Charlton Park Civil War Reenactment 2012 officially ends on Sunday, July 22, 2012 at 3:30pm. At that time all participants are required to clean up their campsite by:

- \*Bring unused firewood to straw ration station
- \*Rake and bag straw and bring to ration station
- \*Collect and bag all refuse and bring to ration station. Trash bags available at station.
- \*Clean out and re-cover fire pits with sod.
- \*Assist in cleaning up cartridge papers from battle and tactical areas.

CURFEWS & CONSIDERATION OF OTHERS This weekend, July 20 through July 22, Charlton Park is your home and neighborhood. Please show the same respect & consideration you have of friends & neighbors during your stay here.\*Park curfew will be 11:00pm. No loud music or disturbances will be tolerated.

- \*Absolutely no alcohol is permitted on Park property. This is in violation of the Barry County Parks Regulation Ordinance, Section II, 2, m. Violators will be asked to leave the event.
- \*Minors must be supervised. Minors must be accompanied by an adult after curfew.
- \*No smoking is permitted near black powder supplies or Village buildings. This rule is a

Given, friends take care of their family and neighbors.

**NOISE CURFEW WILL BE 11:00PM – NO WEAPON FIRING BEFORE 8:00AM**  
**Violators of any “Curfew & Consideration” rules may be asked to leave the event & Park and ultimately may be prohibited in participating in future events.**

### INFANTRY CONDUCT

Company Commanders shall be responsible for the safety and conduct of troops under their command and shall prohibit smoking near any black powder supplies. Weapons & ammunition inspection shall be conducted by a representative of the Host Unit(s) and approved by the overall military commanders. All bayonets or knives must be tied to scabbards or left in camp. Non-period weapons are prohibited on Park property. Officers may carry swords and sidearms.

### LANTERN TOURS

Volunteers for leading tours as well as creation of scenarios, can contact Tour Coordinator / Civilian Coordinator Sally VanderArk by Friday night of the event. That camp is located in Walnut Grove.  
**Everyone is Welcome!**

### MEDICAL CONDITION

**Any participant with special medical condition(s) must report these to their unit commanders in case a participant becomes ill, is injured, or requires medical treatment. Sutlers should report to the Sutler Coordinator.**

### MILITARY DRILLS & BATTLES

Company drills are encouraged at times when official event activities are not being conducted. Troop movements through Village areas are allowed but such areas are considered neutral zones. Participation in scheduled Battalion Drills for U.S. and C.S. troops is mandatory. A “Public” Battle Reenactment will be held on Saturday afternoon and evening and Sunday afternoon. The battles will be conducted as arranged by the opposing military commanders.

### MODERN CAMPING

**All modern campers, following check-in, should proceed to the modern campsites at the pavilion.** No hookups are available in Modern Camp. A dump station is located 6.2 miles away at 225 N. Cass Street in Hastings, 7am - 3pm M - F, free of charge. Two group campfires will be allowed - no ground fires allowed on individual sites. Water and sanitary facilities will be nearby. There are only 50 modern camp sites available. Campsites can only be reserved through pre-registration by individuals, not units. **Send Form 3, Modern Camping Reservation, directly to Charlton Park, 2545 S Charlton Park Road, Hastings, MI 49058, or Fax 269-945-0390. Assignment of campsites will be first come basis. Upon arrival, use the River Road entrance to New Exhibit Building by Sawmill where check-in is located.**

### PERIOD ENTERTAINMENT

Saturday evening entertainment will be provided in the New Exhibit Barn by Sawmill by a period band. No alcohol or weapons should be brought to this function.

POWDER LOADS Recommended powder loads for weapons: rifles/muskets = 60-70 grains; pistols = 20-30 grains; artillery pieces (6 pdr. & up) = 8-10 ounces of Black Powder ONLY (NO flour or other “filler” added). Smoking is prohibited near any black powder supplies.

### RATIONED STRAW

The Park will ration straw to military reenactors camped in authentic military camp. A ration ticket will be issued to each authentic camping reenactor at check-in. One bale of straw will be issued for every two(2) tickets redeemed. Civilians who camp authentically will be rationed one bale of straw for every two(2) tickets

redeemed. **STRAW DEPOT WILL BE LOCATED AT THE GAS & STEAM BARN REGISTRATION AREA AND OPEN FRIDAY 8:00AM – 10:00PM AND SATURDAY 8:00AM – 10:30AM ONLY.**  
**SEVERE WEATHER**

**In rain storms, seek shelter in the nearest Village building. In case of a tornado warning, or strong, high winds or hail, go directly to the Village Church Basement, Stone Restrooms in front of Snack Bar, or ground floor of stone museum.**

**TENTS (U.S./C.S.) INFANTRY AND ARTILLERY CAMPS**

Shelter Halves (Dog Tents) and a few “A-Tents” (for Officers) are acceptable. NO Wall-Tents! A Medical Tent/Fly is acceptable near each camp for demonstrations. “A-Tents” for enlisted men are acceptable in Artillery Camp, but should be kept to a minimum in Infantry Camps.

**NOTICE TO ALL REGISTERED REENACTORS:**

Upon receipt of registration, you will receive an e-mail or phone confirmation, whichever is available. If you have not received a response within seven (7) working days, please contact:

**John Clark at (517) 741-5903 – e-mail: krissysoldman@aol.com**

**NOTICE TO ALL REGISTERED SUTLERS:**

Upon receipt of registration with fee of \$25.00, you will receive a postcard confirmation. If you have not received a response within two weeks (2), please contact:

**Charlton Park at 269-945-3775 between 8am & 5pm**

**Or leave a message on the answering machine.**

**e-mail: info@charltonpark.org**

**MISCELLANEOUS INFORMATION**

**Drivers and occupants of vehicles who drop off or pick up reenactors between Saturday and Sunday are subject to spectator gate fees.**

**Admission Gates Will Be Closed**

Saturday, July 21<sup>st</sup> 12:00PM to 4:30PM

Sunday, July 22<sup>nd</sup> 1:00PM to 3:30PM

If your family needs to contact you during a bonafide EMERGENCY, they may call Charlton Park at (269) 945-3775 from 8:00AM to 5:00PM (an answering machine will accept messages from 5:00PM to 8:00AM), or Fax us at 269-945-0390, or call Barry County Sheriff Department at (269) 948-4800. For on-site emergencies, dial 911.

**Other Important Phone Numbers:**

Hastings City Police after

(269) 945-5744

After 5:00PM

(269) 948-4800

Hastings Wrecker Service

(269) 945-2909

Pennock Hospital

(269) 945-3451 @ 1009 Green Street, Hastings

On Site Emergencies - 911

Hastings Veterinarian – Eavey Veterinary Service (269) 948-2222 Works with large animals – always someone on call.

**ICE MACHINE**

An ice machine is available at the main ticketbooth only, from 8:00AM to 8:00PM daily, selling cubed ice for \$1.50 a bag.

### FOOD & POP MACHINE

Food vendors will be on-site for your convenience and the public. All Authentic Food Vendors will be placed in Sutler Row. Modern Food Vendors will be located on the South side of the Church on top of the hill. There is a pop machine outside on the back porch of the Upjohn House. No unlicensed or unauthorized food or beverage sales on Park property is allowed. Food Vendors must be approved by the Park in advance and furnish the appropriate licenses, insurance and fees.

**INDIVIDUALS RECEIVING THESE PACKETS ARE RESPONSIBLE FOR  
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**PRE-REGISTRATION FORM # 1 - REENACTORS  
CHARLTON PARK CIVIL WAR REENACTMENT  
JULY 21-22, 2012**

RETURN AS SOON AS POSSIBLE  
BUT MUST BE POSTMARKED NO  
LATER THAN JUNE 15, 2012  
TO PARTICIPATE

UNIT NAME: \_\_\_\_\_ US \_\_\_\_\_ CS \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ ARTILLERY \_\_\_\_\_  
CAVALRY \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ CIVILIAN \_\_\_\_\_  
DAY PHONE: \_\_\_\_\_ EVE. PHONE \_\_\_\_\_ INFANTRY \_\_\_\_\_  
FAX NO. \_\_\_\_\_ E-MAIL: \_\_\_\_\_ MEDICAL \_\_\_\_\_  
\*\*\*\*\* NUMBER OF MEDICAL IMPRESSIONS \_\_\_\_\_

BRIGADING PREFERENCES: \_\_\_\_\_  
Please tell us the number you wish to register: \_\_\_\_\_ # People using straw by camp \_\_\_\_\_ US \_\_\_\_\_ CS \_\_\_\_\_ Civilian \_\_\_\_\_  
INFANTRY: \_\_\_\_\_ ARTILLERYMEN: \_\_\_\_\_ CANNON: \_\_\_\_\_ CAVALRYMEN: \_\_\_\_\_ HORSES: \_\_\_\_\_  
CIVILIAN MEN: \_\_\_\_\_ CIVILIAN WOMEN: \_\_\_\_\_ CIV. CHILDREN: \_\_\_\_\_ Non-Participating Depend: \_\_\_\_\_  
Members of our unit are interested in assisting with CANDLE LANTERN TOUR: \_\_\_\_\_ (List names on back)

CAMPING INFORMATION

**MODERN CAMPING – FILL OUT FORM # 3 & MAIL TO ADDRESS ON FORM**

**ALL OTHER CAMPING INFO, FILL OUT FORM #2 AND MAIL TO ADDRESSES DESIGNATED ON FORM.**

LIST NAMES OF ALL PERSONS ATTENDING THE EVENT ON REVERSE SIDE OF THIS FORM.  
**DOES ANYONE IN YOUR UNIT HAVE A SPECIAL MEDICAL CONDITION? YES \_\_\_ NO \_\_\_ IF YES, PLEASE EXPLAIN ON REVERSE SIDE. YOU MAY UPDATE YOUR TOTAL NUMBERS AND NAMES ONCE, BY MAIL; HOWEVER THE UPDATE MUST BE POSTMARKED BY JUNE 17, 2011. PLEASE INDICATE WHICH MEMBERS WILL ASSIST WITH CANDLE LANTERN TOUR.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**RETURN THIS FORM AS SOON AS POSSIBLE – MUST BE POSTMARKED BY JUNE 17, 2011  
\*\*\*\*\*LATE REGISTRATION/ON-SITE REGISTRATION FEE: \$10.00 PER REENACTOR\*\*\*\*\***

-----Tear off and keep for your information-----

FOR MILITARY & CIVILIAN, MAIL TO:

CIVIL WAR PRE-REGISTRATION  
JOHN CLARK  
P O BOX 235  
SHERWOOD, MI 49089  
e-mail: krissysoldman@aol.com

**REENACTOR CAMPING FORM # 2  
CHARLTON PARK CIVIL WAR REENACTMENT  
JULY 21- 22, 2012**

RETURN AS SOON AS POSSIBLE,  
BUT MUST BE POSTMARKED NO  
LATER THAN JUNE 15, 2012 TO  
PARTICIPATE

UNIT NAME: \_\_\_\_\_ US \_\_\_\_\_ CS \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
\_\_\_\_\_ ARTILLERY  
\_\_\_\_\_ CAVALRY  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ CIVILIAN  
DAY PHONE: \_\_\_\_\_ EVE. PHONE: \_\_\_\_\_ INFANTRY  
FAX NO. \_\_\_\_\_ E-MAIL: \_\_\_\_\_ MEDICAL  
NON-PARTICIPATING DEPEND: \_\_\_\_\_

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**MODERN CAMPING: PLEASE FILL OUT FORM #3 AND MAIL TO ADDRESS PROVIDED ON FORM.**

**AUTHENTIC CAMPING INFORMATION**

# OF CIVILIAN TENTS: WEDGE \_\_\_\_\_ WALL \_\_\_\_\_ SIBLEY \_\_\_\_\_  
# OF CIVILIANS CAMPING \_\_\_\_\_  
# OF PRIMITIVE MODERN: TENTS \_\_\_\_\_ POP-UPS \_\_\_\_\_ SELF CONTAINED RV \_\_\_\_\_  
# OF PEOPLE \_\_\_\_\_

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**DOES ANYONE IN YOUR UNIT HAVE A SPECIAL MEDICAL CONDITION? YES \_\_\_ NO \_\_\_  
IF YES, PLEASE EXPLAIN ON REVERSE SIDE.**

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LIST NAMES OF THOSE ATTENDING:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN THIS FORM AS SOON AS POSSIBLE – MUST BE POSTMARKED BY JUNE 17, 2011**

**\*\*\*\*\*LATE REGISTRATION-SITE REGISTRATION FEE: \$10.00 PER REENACTOR\*\*\*\*\***

-----Tear off and keep for your information-----

**MILITARY & CIVILIAN, MAIL TO:** CIVIL WAR PRE-REGISTRATION  
JOHN CLARK  
P O BOX 235  
SHERWOOD MI 49089  
e-mail: krissysoldman@aol.com

**PRE-REGIST FORM NO. 3 MODERN CAMPING  
CHARLTON PARK CIVIL WAR REENACTMENT**

**Return Postmarked by June 15, 2012 to:  
CHARLTON PARK  
2545 S CHARLTON PARK RD  
HASTINGS, MI 49058**

**Fax: 269-945-0390 email: info@charltonpark.org**

PLEASE SIGN AT BOTTOM OF FORM

MODERN CAMPING RESERVATION

NAME: \_\_\_\_\_ UNIT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(Street) (City) (State) (Zip)

DAY PHONE: (\_\_\_\_) \_\_\_\_\_ EVENING PHONE: (\_\_\_\_) \_\_\_\_\_

FAX #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

Number of Years Reenacting: \_\_\_\_\_

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Assignment of camp sites will be first come – first assigned. Upon arrival, use the Spectator Parking entrance, drive down BY the Sawmill where check-in is located, then to camp site after obtaining information and passes. **Modern camping sites are located at the Pavilion in the Recreation Area. MINORS: An adult or legal guardian must sign a waiver for each minor in attendance. NO GENERATORS ALLOWED between 11pm and 7am. Violators will not be invited back.**

**DOGS MUST BE KEPT ON A LEASH.**

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YOU HAVE: \_\_\_\_\_ # OF TENTS \_\_\_\_\_ # OF POP-UPS \_\_\_\_\_ # OF SELF-CONTAINED  
\_\_\_\_\_ # OF SITES NEEDED (4 people per site) RECREATIONAL UNITS  
VEHICLE LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

**DOES ANYONE IN YOUR PARTY HAVE A SPECIAL MEDICAL CONDITION: YES \_\_\_\_\_ NO \_\_\_\_\_**  
**IF YES, PLEASE**  
**EXPLAIN:** \_\_\_\_\_

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<u>NAMES IN CAMPING PARTY:</u>	ADULTS	MINORS
# OF MALES: _____	_____	_____
# OF FEMALES: _____	_____	_____
TOTAL # IN MODERN CAMPING: _____	_____	_____

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**SUTLER PRE-REGISTRATION FORM #4  
CHARLTON PARK CIVIL WAR REENACTMENT  
JULY 21-22, 2012**

RETURN AS SOON AS POSSIBLE TO:  
SUTLER COORDINATOR

POSTMARKED OR FAXED NO LATTER THAN JUNE 15, 2012 FAX # 269-945-0390

We request that each Sutler send the Sutler Registration Form, Registration fee of \$25.00, made out to Charlton Park, and must be postmarked by June 15, 2012 to reserve a tent location. If your reservation arrives after all spaces are filled, you will be notified immediately and your payment returned. **NO "walk-on" Sutters will be allowed.**

PROPRIETOR'S NAME: \_\_\_\_\_  
NAME OF SUTLERY: \_\_\_\_\_  
TYPE OF MERCHANDISE: \_\_\_\_\_  
SIZE OF SUTLER TENT (TENT ONLY): \_\_\_\_\_  
Front width: \_\_\_\_\_ Depth: \_\_\_\_\_  
SUTLER TENTS TO BE USED: \_\_\_\_\_ Number Type(s) \_\_\_\_\_

Sutters may camp behind their sutlery in a tent, if space allows. Please indicate so on your registration form.

PLEASE LIST NAMES OF ALL ACCOMPANYING INDIVIDUALS ATTENDING THIS EVENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check in time on Thursday 9:00am to 6:00pm, Friday 9:00am to 8:00pm, Saturday 7:00am to 9:00am**

AUTHENTIC CAMPING INFORMATION

NUMBER OF CIVILIAN TENTS: Wedge \_\_\_\_\_ Wall \_\_\_\_\_ Sibley \_\_\_\_\_ # of Civilians Camping \_\_\_\_\_  
NUMBER OF PRIMITIVE MODERN: Tents \_\_\_\_\_ Pop-Ups \_\_\_\_\_ Self Contained RV \_\_\_\_\_ # of people \_\_\_\_\_  
**(MODERN CAMPING IS LIMITED TO 50 SITES AND MUST BE RESERVED BY INDIVIDUAL PARTIES.) Fill out Modern Camping Reservation on Form 3 and mail directly to CHARLTON PARK or FAX Form 3 to 269-945-0390.**

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**DOES ANYONE IN YOUR GROUP HAVE A SPECIAL MEDICAL CONDITION? YES \_\_\_ NO \_\_\_**  
**IF YES, PLEASE EXPLAIN ON REVERSE SIDE.**  
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CONTACT PERSON: \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
DAY PHONE: \_\_ (\_\_\_\_) \_\_\_\_\_ EVENING PHONE: \_\_ (\_\_\_\_) \_\_\_\_\_  
SUTLER FAX NO. \_\_ (\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_ Total enclosed: \$ \_\_\_\_\_

**MAIL THIS SUTLER REGISTRATION & \$25.00 REGISTRATION FEE TO:**

CHARLTON PARK  
ATTN: SUTLER COORDINATOR  
2545 S CHARLTON PARK ROAD  
HASTINGS MI 49058

## HISTORIC CHARLTON PARK VILLAGE, MUSEUM & RECREATION AREA

# SUTLER GUIDELINES

Historic Charlton Park is committed to bringing quality living history events to the residents of southwestern Michigan. We are pleased that you are joining us and ask your support in maintaining the historical authenticity of our event by complying with our guidelines. Included is a list of merchandise deemed unacceptable for sale during the Civil War Muster of 2011. Finally, modern vehicles are not permitted in the sutler area between 9:00am Saturday morning, July 16 and 3:30pm Sunday afternoon, July 17.

### **Merchandise Guidelines**

A site representative will visit your sutlery on Saturday morning before the Civil War Muster opens to the public, to ensure that all items relate to the event's historical time period. Merchandise must be applicable to the time frame of the 1830's through 1865. The site representative **will ask** you to **remove non-period items** from your sutlery, or you will not be invited back.

### **Taxation**

The Department of Taxation requires all sutlers to have a vendors license, to charge sales tax, and to remit sales tax to the State. Obtaining a vendor's license and following taxation procedures are the responsibility of each Sutler. Further information is available from the Department of Treasury, Treasury Building, 430 West Allegan Street, Lansing, MI 48922.

**Charlton Park thanks you in advance for your cooperation and commitment to excellence.**

NOTICE TO ALL REGISTERED SUTLERS:

UPON RECEIPT OF REGISTRATION, YOU WILL RECEIVE AN E-MAIL OR POSTCARD CONFIRMATION, WHICHEVER IS AVAILABLE. IF YOU HAVE NOT RECEIVED A RESPONSE WITHIN TWO WEEKS (2), PLEASE CONTACT:

CHARLTON PARK AT 269-945-3775 BETWEEN 8AM & 5PM OR LEAVE A MESSAGE ON THE ANSWERING MACHINE.