



APPLICATION FOR SPECIAL USE PERMIT SHORT FORM



Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A non-refundable application fee of _____ must accompany this application. You must allow sufficient time for the Park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America an additional insured. Applications may not be submitted more than one year before the proposed activity including time required for set up.

*** Enter either a Social Security Number OR a tax ID number; we do not require both.**

Applicant Information	
Applicant Name:	Telephone Number:
Organization:	Cell Phone Number:
Social Security Number or Tax ID Number:	Fax Number:
Email Address:	Street Address:
City:	State:
Zip Code:	Country:

Activity Details

Description of Proposed Activity (Attach Additional Sheets if More Space is Needed)

Date	Location	Time
Preferred Date:	Preferred Location:	Preferred Time:
Alternate Date(s):	Alternate Location(s):	Alternate Time(s):

* Alternatives will be considered if first choice is not available

Participants, Vehicles, & Equipment

If using any vehicles, attach a parking plan to this form.

Type	Maximum Number
Participants (best estimate)	
Vehicles	

List of Equipment (Attach Additional Sheets if More Space is Needed)

Individual in Charge

Individual in charge of activity onsite who is authorized to make decisions related to the permitted activity

Name	Cell Phone Number

Activity Questions

Have you visited the requested area? Yes No

Name	
Title	
Signature	
Date	

NOTICES

IMPORTANT NOTICE TO APPLICANT

This application does not serve as permission to conduct any special use activity in the Park. The information provided will be used to evaluate whether a permit will be issued. All applicable parts of the form must be completed. Incomplete applications will not be evaluated.

The application must be signed and dated in order for the application to be considered complete.

Purposes The purposes of this application are (1) to provide a National Park Service (NPS) Park Superintendent with information to approve or deny requests for activities that provide a benefit to an individual, group, or organization, rather than the public at large; and (2) to assist Park staff to manage the activity to ensure that the permitted activity does not interfere with the enjoyment of the Park by visitors and that the natural and cultural resources of the Park are protected.

Routine Uses: In addition to those disclosures generally permitted under Title 5 U.S.C. § 552(a)(b) of the Privacy Act, records or information contained in this system may be disclosed outside the NPS as a routine use pursuant to Title 5 U.S.C. § 552(a)(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system

Effects of Nondisclosure: Failure to provide the requested information may impede your ability to obtain a permit from the NPS. The U.S. Criminal Code, Title 18 U.S.C. § 1001, provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or 5 years in prison, or both. Deliberately and materially making false or fraudulent statements on this form will be grounds for denying you a Special Use Permit. If your request is approved, a permit containing applicable terms and conditions will be sent to you. The permit must be signed by the responsible person and returned to the Park for final approval by the Park Superintendent before the permitted activity may begin.

CUSTOMERS MAKING PAYMENT BY PERSONAL CHECK

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (Title 44 U.S.C. § 3501) to provide the Park Superintendent information needed to evaluate whether a permit will be issued for the requested use. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number. The authority to collect information on the attached form is derived from Title 31 U.S.C. § 7701, Taxpayer identifying number, Title 54 U.S.C. § 100101, Promotion and regulation; Title 54 U.S.C. § 100751, Regulations; Title 54 U.S.C. § 103104, Recovery of costs associated with special use permits; and Title 54 U.S.C § 100905 Commercial filming.

ESTIMATED BURDEN STATEMENT

Public reporting burden for this form is estimated to average 15 minutes per response including the time it takes to read, gather and maintain data, review instructions, and complete the form. Direct comments regarding this burden estimate, or any aspects of this form, to the Information Collection Clearance Officer, National Park Service, 13461 Sunrise Valley Drive Reston, Virginia 20192. Please do not send your application to this address.

PRIVACY ACT STATEMENT

General: This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 21, 1984, for individuals completing this application. All information collected using this form will be safeguarded in accordance with established regulations and published notices of System of Records, NPS

Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b): The collection of your SSN or TIN is necessary to allow the NPS to collect fees under Title 54 U.S.C. § 103104 and Title 54 U.S.C. § 100905. Your SSN or TIN will only be used as necessary to: (1) process this application, (2) collect any associated permit fees, and (3) collect and report any delinquent financial obligations. Failure to disclose your SSN or TIN when required may prevent or delay the processing of your application and issuing the associated permit. Use of your SSN or TIN will be carried out in accordance with established regulations and published notices of system of records, NPS-1

INTERNAL AGENCY USE ONLY

Project Number/BILL:

Date Processed:

Permit Number:

Prepared By:

Organization Name:



Commercial Use Authorization Information for Temporary Event Craft Vendors *UPDATED December 2023*

ELECTRIC

There are no electric hook-ups for craft vendors.

PARKING

1. All vehicles will be permitted to park in the event parking area. You may not park your vehicle next to your tent. You may temporarily park near your vendor location to load/unload items if the ground is not too wet.
2. Craft vendors may not leave any motorized vehicles on the vendor lot.

SET UP AND SITE MAINTENANCE

1. Set up locations are assigned for each vendor upon arrival to event.
2. You are responsible for your own tent, tables, etc. Please do not expect a perfectly flat, dry area—this is a rural setting, complete with bugs, poison ivy, and sudden thunderstorms.
3. Set up time is from 7 am to 9 am ET on the day of the event, although vendors may set up the night before after 5 pm ET. Vendors may remain overnight on the day of the event but must be cleared out by 8 am on the day after the event. Be sure to follow all food storage regulations found online at <http://www.nps.gov/biso/planyourvisit/foodstorage.htm>.
4. Vendors are solely responsible for the security of all items in their site at all times.
5. Vendors should bring some form of protection from the sun, tie-downs and stakes for tents, plastic to cover displays in case of showers, and secure all property from wind. Festival will be held rain or shine. Be prepared. There is no rain date.
6. Signs/banners/tents shall be made of a flame-retardant material and proof of such fire-retardant rating shall be made available to the Park Official upon request.

TRASH

Vendors are responsible to collect and properly bag trash within their sales location. All food scraps (fruit peels, nut shells, etc.) are considered trash and must be cleaned up hourly. We require that you use recycled and/or recyclable materials for your packaging, etc.

INSURANCE

It is recommended that all crafters have their own insurance for displayed work, tools and/or equipment. The National Park Service assumes no liability for damage due to weather or other natural causes or theft.

CUSTOMER SERVICE

1. All vendors must be open for business during the event hours. Most events start at 10:00 am (ET).
2. Each vendor should display an identifying sign.

REGULATIONS

The park may review and approve all merchandise sold. They may exercise their discretion to determine that certain items may be inappropriate and unacceptable for sale.

The vendor may not sell or display the following:

- Articles that persons of normal taste or sensitivity might consider obscene, offensive, or profane and items that reflect a lack of concern for the environment or culture.
- Archeological specimens or objects of Native American origin over 100 years old, regardless of origin.
- Plant materials and other natural materials if obtained from units of the National Park System.
- Animal skins, taxidermy specimens, etc., containing parts from threatened or endangered species; such items must not be incorporated into merchandise or used in displays.
- Gift and souvenirs which are commonly found outside the Area that do not relate to identified BISO park themes.
- Toy guns.
- Items that may, by their nature, encourage violation of the National Park Service regulations, such as plants (including seeds), animals (including vertebrates and invertebrates), novelty items containing whole biological specimens (e.g., scorpions, butterflies, snakes, coral, etc.) or parts of biological specimens (teeth, claws, antlers, seashells, feathers, seeds, etc.).
- Non-native or invasive plants or plant pests.

There are several exceptions to this policy as it relates to biological items. The sale of the following retail items is **not** prohibited:

- Commercially sold items containing common non-living biological materials from legally authorized sources. Examples are items containing feather or down insulation and items made of cowhide leather or wood.
- Handicrafts and other retail items containing non-living biological materials, such as decorative feathers, seeds, nuts or flowers embedded or affixed to the item provided they are from legally authorized sources and are labeled as originating from outside the park.
- Food products from an authorized source such as meats produce and packaged items like sunflower seeds.
- Non-living fishing bait originating from an authorized source outside the park. The sale of live fishing bait is not permitted.
- Replicated artifacts or specimens if they are obvious replicas and clearly labeled as replicates.

ACCOMODATIONS

1. Accessible restrooms are located near the food vendor set up location.
2. For information about campsites and other accommodations, please call (423) 286-8368.

NOISE

Any amplified sound and loud noise from your site is prohibited.

PROMOTIONS

The National Park Service reserves the right to prohibit, within any vendor site or on the festival grounds, the display, advertisement, or other promotion of any business, company, or organization which may be in conflict with the mission of the NPS.

DONATIONS/FUNDRAISING

Donations/fundraising cannot be solicited while inside the boundaries of the National Park Service. This includes tip jars, raffle tickets, lotteries, etc.

To make a payment using Pay.Gov, access the website:

<https://www.pay.gov/public/form/start/353488124>

Click on “Continue to the Form” and then follow the information below:

A-Fill out name,
address, phone
number and email.

B-Enter today’s date

C-Enter this date:

D-Type the following
into the field

E-Select this box if you
are NOT a craft/food
vendor.

F-Select OTHER and
put the following
amount:_____

Check the box before
you “Continue” to the
next page to process
your payment. The
total amount for this
permit is:

The screenshot shows the 'Big South Fork National River & Recreation Area Special Use Permit Fees' form. Handwritten red annotations A-F point to specific fields:

- A**: Points to the 'Permittee Information' section, which includes fields for First Name, Last Name, Organization, Mailing Address, City, State, Zip Code, Phone Number, and Email Address.
- B**: Points to the 'Event Start Date and Time' field in the 'Activity Information' section.
- C**: Points to the 'Event End Date and Time' field in the 'Activity Information' section.
- D**: Points to the 'Event Location' field in the 'Activity Information' section.
- E**: Points to the 'Application Fee (\$50.00)' checkbox in the 'Fee Information' section.
- F**: Points to the 'Other' checkbox and the 'Total Payment Amount' field in the 'Fee Information' section.

The form also includes a 'Privacy Act Statement', a disclaimer, a '* Required Field' note, and buttons for 'Continue' and 'View PDF'.