

CIVIL WAR REMEMBRANCE 2014

PARTICIPANT INFORMATION

MAY 24, 25, & 26, 2014

CHECK-IN

All participants in the 2014 *Civil War Remembrance* program **must** check-in in at the Check-In booth prior to participation before entering the village. Sutlers and exhibitors (including Researching Your CW Ancestor) should pick up their Check-In Packets at Town Hall (Sutlers) and Village Pavilion (exhibitors). Walk-up registration and check-ins will not be allowed.

Check-In will be held in the Eagle Tavern Parking Lot behind the Taste of History Restaurant. All participants will enter Greenfield Village via the Eagle Gate following *Eagle Lane*. **Participants must bring a copy of their confirmation to Check-In.**

Check-In Hours:

Friday, May 23, 2014	5:30pm – 8:00pm
Saturday, May 24, 2014	8:00am – 12:00pm
Sunday, May 25, 2014	8:00am – 10:00am

YOU MUST MAKE EVERY EFFORT TO ARRIVE DURING CHECK-IN HOURS. If you have an emergency on the way and will be arriving after Check-In hours, you must call our Security Team at 313/982-6096. **If you, or a member of your unit will be arriving on Monday only, prior arrangements must be made to have the packet placed in our Concierge Office at our Village Ticketing Building.**

ICE FOR SALE

We will have bags of ice available for \$2 each at the Check-In location during Check-In times and Monday from 10-11:30am.

PARTICIPANT AMMENITIES:

Participant buttons are your identification for the weekend. Each participant that registered will receive a button for their use and one each for every participant they registered under them, i.e. children, spouse, etc. The participant that registered will receive (3) three additional buttons to distribute to non-participating guests, i.e. family or friends. If you are in period clothing, do not wear the button in a visible place, but have it with you at all times and show it if asked to do so.

These buttons allow you and your non-participating guest(s) admittance to Henry Ford Museum and Greenfield Village on Saturday through Tuesday, May 24 – 27, 2014. They are not valid for admission to IMAX or the Ford Rouge Tours. Discount admission coupons are provided to be used to purchase additional tickets at the Greenfield Village entrance, IMAX, or Henry Ford Museum entrances.

If you wish to leave participant buttons or discount coupons for guests arriving at a later time, you may leave it at the Concierge Desk at the Village Entrance. Only registered participants will be allowed to enter the village through Eagle Gate. Please inform your guests that they must enter the village through the Main Village Entrance. This will be strictly enforced.

AUTHENTICITY GUIDELINES:

These items are in keeping with The Henry Ford's guidelines used for frontline staff wearing period clothing. Please keep the following items in mind during the *Civil War Remembrance* program:

WRISTWATCHES, JEWELRY and PIERCINGS

Participants wearing any type of period clothing should NOT wear a wristwatch of any kind or modern jewelry (beyond wedding/engagement rings). You can place watches out of visitor sightlines. Piercing visible to the public other than the lower lobe of the ear is not permitted during program hours. Men in period clothing are not permitted to wear earrings.

SUNGLASSES AND EYEWEAR

Please make every effort to minimize modern eyewear, when possible (i.e. if you can wear contact lenses or period appropriate frames, etc.) Sunglasses of any sort, modern or period in style, are not permitted while wearing period clothing.

VISITING FAMILY AND MODERN CLOTHES

Visiting family or participants in modern clothes must stay out of the encampments or exhibition areas during visitor hours.

CELL PHONES AND ELECTRONIC DEVICES

DO NOT use cell phones or other electronic devices when in period clothing within guests' sightlines and/or earshot. All cell phone ringers should be turned to vibrate. Calls should be taken away from the public and in a private area such as a break area and out of the view of guests when using such devices.

FOOD AND EATING ESTABLISHMENTS

We ask that you confine your consumption of non-period food and drink to the immediate vicinity of the food establishments. We do not want participants walking through the village with modern cups, wrappers and consumables. Place drinks in appropriate cups, food in haversacks, etc. Please make every attempt to conceal modern food/beverage while in period clothing.

MODERN ITEMS, ARTICLES AND ACCESSORIES

Please keep all modern items out of visitor sight during the program hours. This includes cameras, camcorders, or other equipment, clothing or camp equipment (coolers, plastic bags etc.).

☑ **SMOKING**

In compliance with the May 1, 2010 State of Michigan Public Smoking Ban, smoking of any tobacco products is strictly prohibited in all camps, both military and civilian. Participants may smoke in the following areas:

- Inside their personal vehicles
- On the asphalt near the gate between the Edison statue and the Tintype Studio (this may be slightly moved due to Tintype demonstration)
- On the sidewalk between the entrance to Taste of History and the Stone Mill
- On the sidewalk next to the Yellow Gate at Lovett Hall
- Signs and smoking urns are placed at all designated smoking areas. These rules apply to both daytime and evening hours.

SPECIAL CONSIDERATIONS:

There may be weddings or other catered events during the evenings of the event at Martha-Mary Chapel with receptions in Eagle Tavern and/or Lovett Hall. Please use all courtesy and consideration for all groups and activities during all hours.

You, as a participant, will occupy an unusual position during this program. Not only are you a guest with respect due you, you are also a representative of The Henry Ford with responsibility toward the guests. You can help make our guests' visit memorable just by showing a genuine interest in them... share in their excitement... engage in some friendly conversation. The success of this event is in large part due to participants' interaction with guests.

FIRES, FIREWOOD AND STRAW:

- **Fires** MUST be contained in pits and limited to about 24" square. All fires must be attended to by an adult at all times. NEVER leave your fire unattended. Extinguish all fires before going to sleep. For safety reasons each fire MUST have a fire extinguisher present and/or water bucket(s) filled and placed near the fire throughout the weekend. Please repair all fire pits and replace sod at your departure to help maintain the landscape for other events. Whenever possible, we encourage you to share fire pits.
- **Firewood** will be available in designated locations. If you run short of wood, please look at your neighbors who may have piled large quantities. The Creative Programs team monitors the wood situation and responds accordingly.
- **Straw** will be delivered to the camp areas. Please open one bale at a time. Do not use bales as furniture. Baled straw is not appropriate to the 1860s so please keep any unused bales out of sight. At the end of the weekend, please clean up your immediate campsite. Plastic garbage bags will be provided for you to bag up any leftover straw. Take unused wood back to the woodpile. Gather your trash in bags and leave it near any trash container or take it with you.

PARTICIPANT PARKING & CAMPING:

All participants will be given a parking permit that they must fill in with their name and unit and place on the dashboard of their vehicle in sight through the windshield. Vehicles are NOT permitted to stay in Greenfield Village even after public hours or overnight.

- **Authentic Camping**
Participants that will engage in authentic camping in Greenfield Village should drive their vehicles into the Village at the designated times before and/or after closing to drop off their equipment and supplies. They can then park their vehicles in the Eagle Tavern Parking lot. Overflow parking should be in the Employee lot near Lovett Hall. Do not park on the grassy field beyond the end of the Village.
- **Modern Camping**
Participants that will engage in modern camping with RVs, motor homes, campers, need to park in the Employee parking lot behind Lovett Hall. Please conserve space and expect that people will be parked near your RV, etc. This is not a camp ground but a parking lot.
- **Village Pavilion Exhibitors & Presenters**
The Martha-Mary Chapel parking area is reserved for those coming in later that are solely exhibiting, working and presenting in the Village Pavilion.

AUTHENTIC CAMPING LOCATIONS:

Authentic Camp locations remain the same. Modern camping will be in our Employee parking lot. Overnight campers will have access to in-house telephones located in the Swiss Chalet.

- **CONFEDERATE MILITARY CAMP**
The CS Military Camp will be in the entire area between the Logan County Courthouse and the Sarah Jordan Boarding House. Water is located on the back or side of *Doc Howard's Office, Adams Family Home, Chalet break area, and Mattox House*. When setting up camp, please leave the entrance walk to the buildings open - especially William Holmes McGuffey School yard. The CS Military Coordinator is Mike Soules of the 5th Kentucky.
- **CONFEDERATE CIVILIAN CAMP**
The Civilian camp will be located in the vicinity of the Edison Illuminating, grass area along *Christie Street* and behind the Menlo Park Complex near the large oak tree. Water is located on the back or side of the General Store, *State Street Lunch Stand, Sir John Bennett Sweet Shop* and *Grimm Break Area*. To access the *Grimm Break Area*, please use the wooden fence gate on Bagley Avenue. Please DO NOT pass through the *Grimm Jewelry Shop*. Lorna Mitchell-Paul is the civilian coordinator.

- **UNION MILITARY CAMP**

The Cavalry Unit will be located between Cotswold Cottage and Giddings House. The area on the southwest side of the visitor walk between Plympton Family Home and the Windmill will be reserved for the Artillery Park. Infantry can camp from Edison Homestead to Daggett Farm including the front and side yards of the Susquehanna House. Water is located on the back or side of *Edison Homestead, Luther Burbank Birthplace, Giddings Family Home, Cotswold house yard, Cotswold Barn Yard* and behind *Daggett garden* (may be concealed with a wheat shock). The Union Military Coordinator is Will Eichler of the H.Q. Mess.

- **UNION CIVILIAN CAMP**

The Union Civilian camp is in the area adjacent to A&S, Smiths Creek, General Store (MSAS) and the Mulberry Grove. Lorna Mitchell-Paul is the civilian coordinator.

There will be a general "lights out quiet time" in Greenfield Village starting each night at 12:00am (midnight) in any camp areas. Singing, music, large group loud conversations, etc. should cease or move to the Eagle Tavern or Employee Parking Lot to allow other participants to sleep/rest.

WATER LOCATIONS (exterior unless noted) & RESTROOMS:

Doc Howard's Office	Cotswold Barn Yard	Burbank Store
Swiss Chalet Break Area (interior)	Silk Mill	Giddings Family Home
Mattox House	Sir John Bennett	Cotswold House Yard
JR Jones General Store	Grimm Break Area (interior)	Daggett Garden
State Street Lunch Stand	Grimm Jewelry Fence near Heinz House	

The restrooms in front of Sarah Jordan Boardinghouse and adjacent to Edison Illuminating will be open overnight. There are also restrooms and locker room facilities in Lovett Hall.

SEVERE WEATHER:

Specific shelter and basement locations will be distributed in Participant Check-In packets at Check-In.

SHOWERS & LOVETT HALL:

Participants planning to camp may use the shower facilities in Lovett Hall. Showers and lavatories are located on the first floor of the building. Be sure you have your participant button with you. **PLEASE NO HOBNAILES OR HEEL PLATES IN LOVETT HALL BALL ROOM – USE CAUTION WHEN WALKING INSIDE LOVETT HALL WITH PERIOD FOOTWEAR.** The women's showers are located on the main floor, parking lot side of building, and the men's showers are located on the opposite side of the building.

Participants can also access Lovett Hall by foot (i.e. for the Ball) via the west end of Firestone Train Station near the front entrance to Greenfield Village. Please walk to the end of the train station platform and pass through the wooden fence and follow the sidewalk around to the back door of Lovett Hall. Participants can also walk along the back service road that runs behind Firestone Farm house and garages that lead into the employee parking lot. The employee entrance to Lovett Hall will be closed from 12:00 a.m. (midnight) to 6:00 a.m. During this time, the back Service Road will be the only route from Greenfield Village to Lovett Hall.

MODERN VEHICLES IN THE VILLAGE:

Parking will be in the Eagle Tavern parking lot starting at **5:30 p.m.** on Friday evening.

Modern vehicles including cannon crews will not be allowed into the village after 9:15 a.m. or before 5:30 p.m. on event days. Please note that the Village will be open until 9:00p.m. on Saturday, May 25 so modern vehicles must remain outside until 9:30 p.m. Modern vehicles in Greenfield Village after the stated times will be asked to move.

We expect and appreciate your full cooperation. Vehicles are not permitted to stay in Greenfield Village overnight.

When you are driving a vehicle on the road from the parking area to the authentic camp areas within the village, drive slowly - the speed limit on roads within the village is 15 MPH - and watch for pedestrians. Pull up on to the curb and park on the sidewalk. Please do not block the road. HORSES HAVE THE RIGHT-of-WAY at all times. Safety is everyone's responsibility.

ALCOHOLIC BEVERAGES:

For the days that you are here and part of our public programming, you represent The Henry Ford. Visitors think of you as an extension of our staff. We expect you to follow the same standards for professional behavior as we ask our staff. All The Henry Ford staff and guest participants are prohibited from consuming alcoholic beverages while on the property of the museum and village.

If you are observed consuming or displaying alcoholic beverages during operating hours, you will be asked to leave the premises and not allowed to return. Depending on the circumstances, you as an individual or your unit may lose its invitation to participate in programs at The Henry Ford. You are not permitted to bring any alcoholic beverages onto the

property of The Henry Ford or property being used by The Henry Ford. Doing so would be a violation of the liquor license held by The Henry Ford. Controlled substances are also not permitted at ANY TIME.

PARTICIPANT BALL:

As we have done the past several years, we will host a period ball in the Lovett Hall Ball Room (2nd Floor of Lovett Hall). The Ball will be held on Sunday, May 25, 2014 starting at approximately 7:30 PM. Light liquid refreshments (lemonade) will be served. Camp Chase will perform at Intermission. This ball is for participants only.

HOB NAILS, HEEL PLATES, ETC. ARE NOT PERMITTED IN LOVETT HALL BALL ROOM. Please bring other shoes, use duct tape on the bottom to cover, or dance in your stocking feet.

REMINDERS, GENERAL SAFETY AND PROPERTY:

- ✓ The Henry Ford and the Creative Programs Team reserve the right to decline the Check-In and participation of any unit or individual for any reason and/or remove any individual or unit from the event for violations of these rules and policies.
- ✓ Selling of any kind is not allowed in Greenfield Village during visitor hours except by approved vendors.
- ✓ Dogs (other than certified service animals) are not allowed on the grounds of Greenfield Village. This includes all parking and camping areas as well as the village itself.
- ✓ Do NOT fire muskets on the Village Green during drills – ONLY during the Commemoration Ceremony on Saturday evening (2014 only) and Monday are muskets to be fired on the Village Green.
- ✓ Do not fire rounds for demonstrations while horses are in the area - wait until horses are clear. Although G.V. equine are used to Model Ts and steam locomotives, they are not as familiar with weapon firing, drums and flags. Please use caution and minimize this activity if you see equine in the area or they are visibly nervous.
- ✓ Women older than 18 need to have their hair up during the day. Bonnets and/or proper head coverings must be worn when outside.
- ✓ Please demonstrate proper respect for Museum property and equipment.
- ✓ Potentially dangerous horseplay and practical jokes are not acceptable behavior.
- ✓ Museum and Village safety policies are aimed at preventing any employee, volunteer, visitor, vendor, or participant from being subjected to any unusual health and/or safety risks. Safety is everyone's responsibility.
- ✓ Regardless of the impression you are trying to portray, shoes MUST be worn at all times during the event. This policy is exempt when sleeping.
- ✓ All units and participants will be held accountable to the *Regulations and Safety Guidelines* published by The Henry Ford. Please ask for a copy if your unit representative does not have one.
- ✓ Please remember that by registering for the Civil War Remembrance, you accepted the terms and conditions outlined in the Participant Disclaimer Form.

COMMANDER/REPRESENTATIVE MEETING – 9:00 AM:

We will hold a commander/unit representative meeting each morning promptly at 9:00AM at the Swiss Chalet Break Area. Please send your unit representative and/or commander to this meeting.

VILLAGE HOURS AND GATE ACCESS:

Greenfield Village public hours for *Civil War Remembrance* are 9:30 AM – 9:00 PM (Saturday) ~ 9:30 AM – 5:00 PM (Sunday & Monday). The BLUE GATE closes at 12:30AM unless there is a wedding. The Eagle Gate closes much earlier. Please plan accordingly.

EMERGENCY:

In case of emergency, contact the nearest employee and ask them to call our Security Department. Or you can dial that number from any internal phone. In the evening, you can reach Security by calling 313.982.6100 x3220.

FOR INFORMATION:

If you have any questions or need to call ahead to make special arrangements, please call or e-mail the Check-In Office.

Colleen Niemara is the Check-In Supervisor. Her direct e-mail address is ColleenN@thehenryford.org. Otherwise participants can use the contact information below.

The Henry Ford
Greenfield Village Creative Programs – CWR 14
20900 Oakwood Boulevard
Dearborn MI 48121-1970
313.982.6058 [phone] or 313.982.6223 [fax]
ParticipantInfo@thehenryford.org

Participant Information Website – Information, schedules, maps, etc.

<http://www.thehenryford.org/events/participants.aspx>