

Downtown Days – October 11th & 12th, 2018

Charge: Spaces are rented for Friday after 4:00 Central Time and/or all day on Saturday. Each Vendor space is 10'x10'. Food Vendors spaces are a little larger to allow space for hitches.

Food Vendors: The Health Department may conduct an on-site inspection, if so a \$25 inspection fee will be charged to the vendor at the time of the inspection; to be paid to the Health Department. ** NO cooking is allowed on sidewalks behind the booth. If extra room is needed an additional booth space will need to be purchased!!

Application Deadline: Applications must be received by October 4th to allow us time to plan for the space needed to accommodate everyone. Returning Vendors are given the option of choosing the same space they had in the previous year, if you desire the same location please note that on your application under 'Special Requests' and return your application as soon as possible. After returning vendors are placed the spaces are allotted based on the date the application is received, the earlier we receive your application, the better your location will be. Spaces will be allotted the week of Downtown Days and an email will be sent if you have provided your email address on the application.

Refunds: Requests made prior to September 30, 2019 will be reimbursed 50% of all fees paid. Refund requests must be in written form. Any cancellations after September 30, 2019 will not be considered for refund.

Reservations: The Renaissance Columbia Committee reserves the right to reject any exhibitor or any product being sold that is deemed inappropriate for the festival. Any such exhibitor will be asked to leave and no refund will be given.

SET UP: FRIDAY: Committee members will welcome vendors that have paid to set up for both days on Friday, October 11th AFTER 3:00pm Central Time. **Do not come early**, the Public Square is open to parking for businesses on the square and traffic until time for set-up. If you have paid for Saturday only, you will NOT be permitted to set up before Saturday morning. You cannot set up Friday night if you have paid for Saturday only.

SATURDAY: Set up may begin as early as 6:30am Central Time on Saturday, October 12th. All vendors need to be set up by 9am Central Time on Saturday. **Vehicles must be moved off of the Square by 8am, NO exceptions!** You cannot set up Friday night if you have paid for Saturday only. We have events scheduled for Friday night that may be in your section of the Vendor area. If you have paid for Saturday only you will NOT be permitted to set up before Saturday morning.

Vendors/Exhibitors are responsible for their own set-up, tables, chairs, care, display and clean-up. Tents are allowed for booths but must fit within a 10x10 space. Tents cannot be anchored into the blacktop. All merchandise must be displayed on tables, display racks or freestanding, ABSOLUTELY NO sale of merchandise out of storage containers, boxes or bags. New merchandise ONLY, no yard sale or used items! A neat professional look is the desire of the committee.

Breakdown: Vendors may close anytime they wish BUT for safety purposes and out of respect for your fellow vendors we ask that you do **NOT** bring your vehicle back onto the square while events and activities are still going on. We also ask that no one tear down ANY EARLIER than 5pm on Saturday, October 12th.

Parking: Plan to park in the designated public parking areas. Please observe "No Parking" signs and be respectful of businesses that are open to the public. Violators will be towed at the owner's expense. Again, Vehicles must be moved off of the square by 8am on Saturday morning, NO exceptions.

Restrictions: No loose or violent animals will be permitted. You are responsible for your pet and their actions. No vendor will have exclusive rights to any item (including food).

Sales Tax: Each exhibitor is responsible for his/her own Kentucky Sales Tax.

NOTICE: *Neither the City of Columbia, County of Adair, Renaissance Columbia or any of our sponsors will be liable for any injuries or damages to exhibitors or vendors associated with 'Downtown Days'. By signing the Vendor Application you agree to release Renaissance Columbia, the City of Columbia, County of Adair and all sponsors and volunteers as an organization and its individual members from any and all claims arising out of injuries which you may sustain as a result of participation at Downtown Days. Also, you further agree to indemnify and hold harmless above mention parties from any damages you may sustain and against any claims arising out of injuries to other persons or property as a result of your actions or in-actions whether negligent or otherwise.*

The schedule of events for the festival can be changed at any time without notice. NO ITEMS MAY BE SOLD WITH THE "DOWNTOWN DAYS" NAME OR LOGO

Payments: Please send payment, accompanied by completed and signed application to the following address:

Downtown Days, 116 Campbellsville St., Columbia KY 42728