

## Downtown Days – October 7th & 8th, 2016

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

Application Deadline: Applications must be received by October 1st 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. After that Vendors are placed based on the date their application is received, the earlier we receive your application, the better your location will be.

Refunds: Requests made prior to September 30, 2016 will be reimbursed 50% of all fees paid. Refund requests must be in written form. Any cancellations after September 30, 2016 will not be considered for refund.

Reservations: Renaissance Columbia's Promotion 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 7th AFTER 3:30pm Central Time. **Do not come early**, the Public Square is open to parking for businesses on the square until time for set-up. You must check in with a Downtown Days committee person before entering the Vendor's area. 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. 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.

SATURDAY: Set up will begin at 6am Central Time on Saturday, October 8th. 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. 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 4:30pm on Saturday, October 8th.

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.

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'.*

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:, Renaissance Columbia, 116 Campbellsville St., Columbia KY 42728