

FOOD VENDORS
please read the following

Downtown Days – October 10th & 11th, 2025

Food Vendors will be contacted prior to the festival to schedule set up times which will be staggered to avoid congestion.

Booth Size: Food Vendors spaces are approximately 13' long

Health Department Inspections: The Health Department will conduct on-site inspections, an inspection fee will be charged to the vendor by the Health Department at the time of the inspection.

SAFETY REQUIREMENTS: ALL FOOD VENDORS MUST HAVE CYLINDERS IN PROPER PROPANE MOUNT RACKS WITH PROPANE LABELS AFFIXED TO THE CYLINDER IN OPEN VIEW. ALL BOOTHS WITH ANY TYPE OF OPEN FLAME FOR ANY REASON SHALL HAVE A MINIMUM OF ONE (1) 2.5 LB ABC PORTABLE FIRE EXTINGUISHER WITH CURRENT INSPECTION TAG. A LOCAL HEALTH PERMIT REQUIRED FOR ALL FOOD SALES BOOTHS.

Sidewalks need to be kept clear. ** NO cooking is allowed on sidewalks! An additional booth space will need to be purchased now if extra room is needed! ** NO storing food or equipment on sidewalks!

Application Deadline: We request you return your application as soon as possible. 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'. Returning vendors are placed first if their application is returned in a timely manner. 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. Applications must be received by October 1st to allow us time to plan for the space needed to accommodate everyone.

Refunds: Requests for refund made prior to September 20, 2025 will be reimbursed 100% of all fees paid. Any cancellations after September 20, 2025 will receive a 50% refund. Refund requests must be in written form to downtowndayscolumbia@yahoo.com

Reservations: The Downtown Days 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. Also, the committee reserves the right to decline any application if there is an over-abundance of any particular food option.

SET UP: FRIDAY: Food Vendors will be contacted prior to the festival to schedule set up times which will be staggered to avoid congestion. Committee members will welcome Food Vendors to begin set up after noon. We will email/text or call you with your set up time. Please arrive on time as others will be waiting for you to get out of the way so they can begin set up. **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 come early we ask that you park behind Walker Realty on Burkesville Street and await contact. We ask that unloading be quick and that you bring help with you to assure that you move your vehicle out of the street as fast as possible. **Vehicles must be moved out of the food court by 4pm, NO exceptions**, pedestrians will be walking through this area. If you have paid for Saturday only, you will NOT be permitted to set up on Friday.

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, you may open at whatever time you choose but **Vehicles must be moved out of the Food Court by 8am, NO exceptions!** If you have paid for Saturday only you will NOT be permitted to set up before Saturday morning.

Vendors are responsible for their own set-up, tables, chairs, cords, display and clean-up. Tents are allowed for booths but must fit within the spaces that you paid for. Tents cannot be anchored into the blacktop. A neat professional look is the desire of the committee.

Breakdown: Vendors may close anytime BUT for safety purposes and out of respect for your fellow vendors we ask that you do **NOT** bring your vehicle back into the Food Court area while events and activities are still going on. We also

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ask that no one tear down ANY EARLIER than 5pm on Saturday, October 11th. Vendors are required to clean up their area.

Parking: Plan to park in the designated public parking areas. Please observe “No Parking” signs and be respectful of local businesses. Violators will be towed at the owner’s expense.

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 sell any food or drink item.

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. ***All returned checks will result in an additional \$50 processing fee.***

Questions: Please email downtowndayscolumbia@yahoo.com or text/call Bridgette Staten York at 270-507-0940

Payments: Please send payment, accompanied by completed and signed application to the following address: **RENAISSANCE COLUMBIA – P.O. BOX 581, COLUMBIA KY 42728**