

# 2026 DOWNTOWN DAYS VENDOR APPLICATION

<b>BUSINESS NAME:</b>	
<b>CONTACT NAME:</b>	
<b>CONTACT PHONE #:</b>	
<b>CONTACT EMAIL:</b>	
<b>ADDRESS, CITY, STATE, ZIP</b>	
<b>SPECIAL REQUEST:</b> we will do our best to accomodate	
<b>DESCRIPTION OF ITEMS TO BE SOLD   DISPLAYED   PRESENTED</b> (BE SPECIFIC - USE BACK OF PAGE IF NEEDED)	

**FOOD BOOTHS ( 13' long ): see separate required health department regulations / training**

- FOR PROFIT - \$150     110 electric \$50     Food Truck     Driver side window
- NON-PROFIT - \$100     220 electric \$100     Food Trailer     Passenger side window
- Food Tent     Other: \_\_\_\_\_

**ARTS | CRAFTS | PRODUCE | BAKED GOODS: \$75**

display & sell only handmade/handcrafted arts & craft items. (no flea market items or items purchased via online/catalogs/websites/wholesale are permitted)

**COMMERCIAL | FLEA MARKET: \$150**

Space for retailers of various commercial products & services (including those who have storefronts, online businesses, pallet sales, etc.) to sell their products & services.

**CLUBS | ORGANIZATIONS | CHURCHES: \$50**

**POLITICAL CANDIDATE | PARTY :**

- \$100 for both Friday & Saturday
  - \$75 for Saturday only
- All political spaces will be located on Campbellsville Street.

**NETWORK | MARKETING: \$75**

Scentsy, Premeir Jewelry, Tupperware, etc.

**ELECTRIC:**

- limited spaces available*
- 110 electric \$50
  - 220 electric \$100

**SETTING UP**

- FRIDAY, OCT. 9
- SATURDAY, OCT. 10

**CHECK ALL OPTIONS ABOVE THAT APPLY.**

**TOTAL AMOUNT ENCLOSED: \_\_\_\_\_**

**Make checks payable to Renaissance Columbia and return by mail to: Renaissance Columbia PO Box 581 Columbia, KY 42728**

*I have read the separate terms and regulations document provided pertaining to 'Downtown Days' and agree to all terms and regulations*

Signature

Date

# TERMS & REGULATIONS : Downtown Days - October 9-10, 2026

**CHARGE:** Spaces are rented for Friday after 2:00 p.m. Central Time and all day on Saturday. Each Vendor space is 10'x10'. Food Vendors spaces are 13' long.

**FOOD VENDORS:** Per the health department, you are required to obtain a temporary food service permit from the Adair County Health Department IF you do not have a KY State Mobile Permit. The permits will be \$60 for the two day festival and they ask for payment to be made via check or money order. The Health Department will conduct an on site inspection. Each vendor is also supposed to have a certified food manager. Certificate of Insurance listing Renaissance Columbia/Downtown Days as additionally insured should be emailed to [downtowndayscolumbia@yahoo.com](mailto:downtowndayscolumbia@yahoo.com) no later than September 1<sup>st</sup>. NO cooking is allowed on sidewalks! If extra room is needed an additional booth space will need to be purchased! Food Vendors will be contacted prior to the festival to schedule set up times which will begin at approximately noon on Friday and will be staggered to avoid congestion.

**GAMES | RIDES | INFLATABLES:** Certificate of Insurance listing Renaissance Columbia/Downtown Days as additionally insured should be emailed to [downtowndayscolumbia@yahoo.com](mailto:downtowndayscolumbia@yahoo.com) no later than September 1<sup>st</sup>.

**COMMUNICATION:** A vendor only Facebook page will be created for our vendors to stay connected, ask questions and receive important updates. When the page is created, an invitation will be sent to the email you provide on your application.

**VENDOR PLACEMENT:** Spaces will be allotted and announced between October 5-7 and an email will be sent if you have provided an email address on the application.

**APPLICATION DEADLINE:** Applications must be received by September 15th to allow us time to plan for the space needed to accommodate everyone.

**REFUNDS:** There are no refunds given for any reason beyond cancellation of the entire festival.

**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.

**SETUP TIME: FRIDAY:** Committee members will welcome **Craft Vendors** on Friday AFTER 2:00 pm Central Time. **Food Vendors** will be contacted prior to the festival to schedule set up times which will be being at approximately 12:00pm on Friday and will be staggered to avoid congestion. Do not come early, the Public Square is open to parking for businesses on the square and traffic until time for setup. **SATURDAY:** Set up may begin as early as 6:30 am Central Time on Saturday. All vendors need to be set up by 9 am Central Time on Saturday. Vehicles must be moved off of the Square by 8 am, NO exceptions!

**SETUP:** Vendors/Exhibitors are responsible for their own setup, tables, chairs, cords, display and cleanup. Tents are allowed for booths but must fit within a 10x10 space. Tents must be securely weighted down / anchored due to the changing weather conditions. Vendors are responsible for furnishing all tie down equipment. 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.

**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:** There will be no selling or giving away of animals. 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). The sale of firearms is prohibited. **NO ITEMS MAY BE SOLD WITH THE "DOWNTOWN DAYS" NAME OR LOGO.**

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

**SECURITY:** The festival is not responsible for any damage, theft, fire, loss, or injury of any nature to the vendor, employees, goods, property, or any loss to third parties due to vendor's acts of omissions, or any force of nature. While security officers will be roaming the premises overnight, it is suggested that all valuables be removed.

**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.

**QUESTIONS:** Please email [downtowndayscolumbia@yahoo.com](mailto:downtowndayscolumbia@yahoo.com) or text Diana Withers at 270-405-6396

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