

**Downtown Days – Folklore of the Old West Festival**  
**October 8<sup>th</sup> and 9<sup>th</sup>, 2010**  
**Vendor Information**

**Charge:** Spaces are rented for set-up beginning Friday after 3:00 Central Time and/or all day on Saturday. Each space will be 10x10. You must provide your own set ups including, chairs, tables and power cords (if required). All merchandise must be displayed on tables, display racks, or freestanding, ABSOLUTELY NO sale of merchandise out of storage containers, boxes or garbage bags. A neat professional look is the desire of the committee. Hand made crafts, new merchandise only.

**Application Deadline:** Applications must be received by September 30, 2010 to allow us time to plan for the space needed to accommodate everyone. Any applicant that participated last year will be offered the same space you had (if requested on your application) if paid before September 15, 2010. After September 15, 2010 spaces will be assigned by committee (NO EXCEPTIONS).

**Refunds:** Requests made prior to September 15, 2010 will be reimbursed 50% of all fees paid. Refund requests must be in written form. Any cancellations on or after September 15, 2010 will not be considered for refund.

**Reservations:** The Renaissance Columbia Promotions 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.

**NO ITEMS MAY BE SOLD WITH THE “DOWNTOWN DAYS” OR “FOLKLORE OF THE OLD WEST” NAME OR LOGO**

**SET UP:**

**FRIDAY:** Committee members will welcome vendors that have paid to set up for both days on Friday, October 8<sup>th</sup> **after** 3pm Central Time. You must check in with a Downtown Days committee person before entering the Exhibitors 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 morning. **All vendors must be set up by 8am Central Time on Saturday, October 9<sup>th</sup> and vehicles must be moved off of the square by 8am. If you have paid for Saturday only you will NOT be permitted to set up before Saturday morning.**

**Breakdown:** All vendors must close by 9:30pm on Saturday, October 9<sup>th</sup>. The committee asks that for safety purposes and out of respect for other vendors that no vehicles are allowed on the square until after the concert. You may begin tearing down earlier but you will NOT be permitted to drive your vehicle onto the square to do so.

**Parking:** Parking around the square is first come. PLEASE OBSERVE “NO PARKING” SIGNS and plan to park in the designated public parking areas. No vehicles will be permitted in the craft area. Violators will be towed at the owner’s expense.

**Restrictions:** No animals will be permitted.

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

*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 associated with the craft fair.*

**Payments:** Please send payment accompanied by completed application to the following address:  
Attention: Jada Coomer, Downtown Days, 116 Campbellsville St, Columbia KY  
42728