



**GLENWOOD'S DOWNTOWN MARKET**  
**P. O. Box 2831**  
**GLENWOOD SPRINGS, COLORADO 81602**

### **Glenwood Springs Downtown Market Vendor Handbook**

**General Information:** Glenwood's Downtown Market is located between Grand Avenue and Cooper Avenue at 9<sup>th</sup> Street. The market opens on the 4<sup>th</sup> Tuesday of June, and closes the last Tuesday of September. It is open to the public from 4pm to dusk.

#### **Applications:**

Applications are sent out in February; and accepted through April.

- **GROWERS:** Applications received later than that will be accepted based on product mix and space availability. Applications must be complete and include a copy of your Temporary Vendor Sales Tax License for the current year available from City Hall (970-384-6400, ask for Meg Roettele.) The City will require a sales tax deposit if you have never done business in Glenwood before. Thereafter, the deposit will be waived if you have fully complied with licensing and reporting procedures in the previous year(s).
- **HOT FOOD VENDORS:** Food vendors will be required to obtain a current State of Colorado Temporary/ Special Event Retail Food Service License available from the Colorado Department of Health before participating in the market.
  - The Department of Health will be conduct inspections at least one time during the season; we are not notified of when they will arrive.
- **CRAFTERS:** Crafters, we request a photo (color copies are acceptable) of your products.
- Any special requirements you may have such as electricity, or extra space must be noted in your application.

#### **SPACE INFORMATION:**

- All vendors must provide their own tent
  - The Parks Department does not allow stakes to be used in the Park. Please bring sandbags or similar items to secure your tent.
  - Inclement weather will not cancel a Market, so be prepared.
- Growers must use certified scales (please display license) and signage.
- If you work out of your vehicle, your booth site will be on the south side of 9<sup>th</sup> Street. We do not allow vehicles anywhere else.
- Product prices on all booths must be clearly displayed.
- Organic vendors must display organic certification.
- Hot food vendors must supply their own hand-washing stations (if required).
- Food items must be stored a minimum of 6" off the ground.
- Set up of your booth may begin at 2:00pm and must be complete prior to 3:30.

- Vendors who arrive at 3:30 or later, will be placed at the first available space on the street, this is for the safety and convenience of everyone involved.
- No break-down of booths is allowed prior to dusk.
- Spaces must be maintained in a safe and sanitary condition throughout the market day, and left clean with removal of all equipment, produce, and trash at the close of market
- Requests for early breakdown will be considered by the market manager.
  - Violation of set-up and break-down guidelines may result in the loss of booth space with no refund of vendor fees.

#### **Absences:**

- Should you not be able to attend a market as planned, you must contact a **market coordinator** AS SOON AS POSSIBLE by telephone.
  - We ask that you try and NOT leave a message but speak directly to a market coordinator.
- You will be supplied with phone numbers for all market board members.
- Absence without notice may result in loss of your usual booth space.
- More than 2 absences during any market season may result in loss of booth space location. Your space is guaranteed only by consistent attendance.

**Acceptable Products:** Downtown Market will be juried by the board to maintain the highest quality and to limit duplication of product.

#### **Growers:**

- All fresh produce and agricultural products must be produced within the state of Colorado.
- Food producers who resell products throughout the year can do so if the produce is grown in Colorado.
- We do ask that you maintain only 40% resale.
- Resale may be 100% if your offering does not duplicate someone else's product. For example, if you sell milk, cheese, or eggs.
- It is up to the Market Board to monitor the number of similar product vendors selling at the market at any one time.
- Prices should be kept competitive.

#### **Crafters:**

- Craft items may be hand-crafted from anywhere.
- Crafts must maintain the sense of an outdoor market (nothing mass-produced.)

#### **Food Vendors:**

- Food vendors must produce their product according to all State Health Department regulations and guidelines.
  - Generally speaking, food must be prepared in a commercial State Health Department approved kitchen and then reheated to serve at the market or sold in preserved form.
- Each vendor must fill out an application to "Conduct a Special Event Food Facility and Food Booth" worksheet in addition to a Temporary/Special Event Retail Food Establishment license.
  - Contact the Colorado Department of Public Health (303-692-3629) for applications and questions.

**Downtown Retailers:**

- Downtown retailers may purchase a booth and sell the products they normally sell out of their store. However, their business must be located within the downtown business district of Glenwood Springs.

**Non-Profit Exhibitors:**

- One free space each week is available to non-profit exhibitors on a first come, first served basis.
- Reservations for the non-profit booth must be received at least 7 days in advance.
  - To reserve a space contact a market coordinator listed below.
- Two non-profit groups may share a space each week as long as the two groups and the market coordinator agree that sharing the space is appropriate.

**Definition of Vendors:**

- **Full Season Vendors:** Full season vendors are those that commit to a 15 week selling season. Full season vendors will receive first choice locations, with returning vendors taking precedence.
- **Growing Season Vendors:** Growing season vendors are those that commit to a 12 week selling season. Again, returning vendors will be given first choice in location after the 15-week vendors are placed.
- **Mini-Season Vendors:** Mini-season vendors are those that commit to a 5-consecutive week season. Placement is at the discretion of the Market Board.
- **Downtown Retailers:** Downtown retailers are those downtown business district owners who purchase a booth for resale of their store products. They may participate as a 15, 12, or 5 week vendor.

**Fees:**

**15 Week Vendors**

- 10'X10' space -----\$375.00/season
- 20'X10' space-----\$600.00/season

**12 Week Vendors**

- 10'X10' space-----\$300.00/season
- 20'X10' space-----\$480.00/season

**Mini-Season Vendors**

- 10'X10' space-----\$150.00/season
- 20'X10' space-----\$225.00/season

**Sales Tax:**

- Payment of Colorado State Sales Tax for taxable items is the responsibility of the individual vendor.
- Contact Meg Roettelle at Glenwood Springs City Hall with any questions about licensing and reporting of sales tax. (384-6400, option 2-Finance).

**Contacts:**

Following is a list of contact names, phones and email addresses for our board members. Please communicate via email when possible, as this provides a written record of any correspondence we receive.

**BOARD MEMBER:**

Cindy Svatos  
970-618-3650 cell #  
970-945-2877 home #  
970-945-2451 fax #  
[cindy@glenwoodmarket.com](mailto:cindy@glenwoodmarket.com)

Jan Harr  
970-618-7842 cell #  
970-947-8990 fax#  
[jan.harr@mailcolorado.com](mailto:jan.harr@mailcolorado.com)

Rona Chorman  
970-945-7971 home #

Sue Kuhn  
[kuhn224@comcast.net](mailto:kuhn224@comcast.net)

Sharill Hawkins  
970-945-4004  
[hawk@rof.net](mailto:hawk@rof.net)

Nancy Page  
970-945-4817 work#  
970-274-2066 cell#  
[mainstreet817@hotmail.com](mailto:mainstreet817@hotmail.com)

Erin Lee  
970-945-4910 home#  
970-379-9596 cell#  
[olee@sopris.net](mailto:olee@sopris.net)

Sue Sharpe  
970-945-8803 work#  
970-379-1476 cell#  
[confetti.design@gmail.com](mailto:confetti.design@gmail.com)

Cindy Hines  
970-618-6267 cell#  
[history@rof.net](mailto:history@rof.net)