



## Rules and Regulations

The Downtown Market on 7th accepts applications from those selling food or food products grown or made in our region, local art, a limited number of nonprofits, and our sponsors. Please complete the following and mail your checks before June 1, 2026.

### **Submit Payments & Waivers**

**Please pay your fees through Manage My Market or send two separate checks made out to City of Glenwood Springs with “DDA” in the memo line, one for your \$200 refundable\* deposit and one for your vendor space, to:**

City of Glenwood Springs  
ATTN: DDA  
101 8th Street  
Glenwood Springs, CO 81601

#### **Vendor Booth Fee Schedule:**

10x10 Full Season: \$ 275  
10x10 Half season: \$175  
10x20 Full Season: \$375  
10x20 Half Season: \$275  
10x10 Drop In: \$45

**\*Refundable if complies with requirements**

**Produce and hot food vendors will receive a 20% discount on vendor fees, as outlined below:**

#### **Hot Food & Produce Vendor Fee Schedule (20% Discount Applied)**

10x10 Full Season: \$ 220  
10x10 Half season: \$140  
10x20 Full Season: \$300  
10x20 Half Season: \$220

**Please submit a separate check or through Manage My Market for your booth fee so your deposit can be easily refunded. Deposits will not be refunded if you miss two or more markets without providing 24 hours' notice, or if you do not comply with the rules and regulations described within this packet.**



The waivers described below will be emailed to you via Manage My Market before the market commences in June. Please complete these before the first day of the market or you will not be allowed to participate.

**ALL NON-FOOD VENDORS MUST SUBMIT:**

- City of Glenwood Springs Liability Waiver and Release

**ALL FOOD VENDORS MUST SUBMIT:**

- City of Glenwood Springs Liability Waiver and Release specific to Food Vending
- Garfield County Temporary Vendor License
  - (If you are unsure whether this applies to your business, contact Garfield Co. Public Health directly at 970.625.5200 Ext. 8130 or consumerprotection@garfield-county.com).
  - This application takes up to two weeks to process. Do not leave it until the last minute. You can find the application by clicking [this link](#).

**ALL HOT FOOD VENDORS MUST ALSO SUBMIT:**

- General Liability Insurance Policy naming the City of Glenwood Springs AND the Glenwood Springs Downtown Development Authority (DDA) as additional insured. Limits as follows:
  - General Liability Aggregate Limit: \$2,000,000
  - Products-Completed Operations Aggregate Limit: \$2,000,000
  - Personal and Advertising Injury Limit: \$1,000,000
  - General Each Occurrence Limit: \$1,000,000

If you already have an insurance policy for your business, most insurance companies will allow you to name the City of Glenwood Springs and the Glenwood Springs Downtown Development Authority as additional insureds at no additional cost.

**COTTAGE FOOD VENDORS**

Cottage food vendors must operate within terms outlined on this checklist:

<https://drive.google.com/file/d/1btln2baezWeXzkmQtsZFXaSFhFv5U0q2/view>

If a vendor is found to violate the Cottage Food Checklist, it may result in immediate dismissal from the market.

**Market Rules and Regulations**

The Downtown Market on 7th is produced by the Glenwood Springs Downtown Development Authority (DDA). In order to promote the market and the downtown area, we ask that all participants in Market on 7th treat customers and staff with courtesy to foster community and cooperative involvement.



If a vendor cannot meet the rules and regulations set forth by the County, City and DDA for vending, such will be cause to suspend or terminate the vendor's selling privileges at the market. The Market Manager and Executive Director have full authority to deny selling privileges.

### **Operating Hours, Dates, and Location**

- The market will run every Tuesday from 4pm - 8pm, June 23 - September 8, 2026
- The market will be located on 7th Street between Colorado and Cooper Avenue
- Vendors will not begin set up earlier than 2:30pm each Tuesday

### **Booth/Selling Area Spaces**

- All vendors will be assigned a booth/selling area space
- All vendors will be granted one selling area per the space requirements outlined in the application
- Although vendors are assigned a selling area, the Market Manager reserves the right to move or relocate vendors as necessary to accommodate the market's needs
- Attention will be given during space assignments to maintain an even distribution of vendors and products
- All parts of the vendor's display must be within the limits of the assigned area
- Electricity may be provided to those that request it in their application, there are a limited number of booth spaces with access to electrical outlets
- All booths are required to have a tent and vendors will be responsible for providing their own and any other necessary equipment
- 40 pounds of weight are required on each tent pole. Tents without weights will not be allowed to operate and will result in the vendor not participating.
- Because the Market on 7th is held outside, suitable protection from the sun, wind and rain is encouraged
- Vendors are required to remove their own trash
- The name of the business must be displayed on or in the booth
- The Market is a rain or shine event and no refunds will be issued to any vendor for weather circumstances

### **SNAP Tokens**

All SNAP tokens will be reimbursed to vendors selling authorized products at the end of each market or every other market.

### **Cancellation/No Show/Attendance Policy**

- All vendor cancellations must be received by phone call, text message (303-885-2105) or email to [glenwoodmarketon7th@gmail.com](mailto:glenwoodmarketon7th@gmail.com) at least 24 hours in advance of the scheduled market day. If proper notice is not given more than once, the vendor's deposit will not be refunded.



- Leaving a market early or setting up late more than once will also result in the loss of the deposit.
- Vendors must attend all markets for which they have signed up for unless pre-approved by the Market Manager or Executive Director.
- Repeated failure to attend markets may result in dismissal from the market without refund.
- In case the Market on 7th must cancel due to unforeseen circumstances, you will be contacted by phone and email ASAP.

### **Arrival, Departure, and Selling Time**

Vendors are not to begin setting up earlier than 2:30pm on market days. Vendors can use their vehicles to bring their equipment into the market area on 7th Street, but must IMMEDIATELY move their vehicles once they have unloaded them, no exceptions. A lane must be open for other vendors to get in and out as well. **Farmers may be allowed to keep a vehicle at their booth due to the nature of their product but need to speak with the Executive Director and/or Market Manager prior to the market beginning so we can accommodate this.** All other vehicles must be removed from the market area no later than 3:30pm. Vendors arriving after 3:30pm will not be allowed to set up. Vendors must remain open until the market closes. Vehicles are not allowed back into the market area to load their products until 8:15pm. Vendors who break down early more than once will not receive their deposit back, and will run the risk of not being allowed to return.

Cooperation in taking directions from the Market Manager and/or Executive Director is required. Those who choose not to follow directions will not be allowed to return.

### **Parking**

- To allow customers to park close to the Market on 7th, please park vendor vehicles in the parking lot on the north (river) side of 7th Street that is west of Colorado Avenue and the County Buildings near the railroad bridge.
- Do not park on the street in front of the railroad's driveway on the north side of 7th Street. Continue driving to the parking lot on the same side of the street, described above.
- Vendors are prohibited from driving in the Market on 7th area from 3:30pm - 8:15pm.

### **Trash Clean Up**

- Vendors are responsible for their booth space and its surrounding perimeter. Before leaving, be sure your area is clean and trash-free. Vendors must remove their own trash.
- Please do not add your trash bags to the cans on the street.

### **Sales Tax**

All vendors are solely responsible for the collection, reporting, and payment of all applicable federal, state, and city taxes. Vendors must provide proof of payment of all required city taxes at



the end of the market season. Failure to provide proof of payment will result in forfeiture of the vendor deposit and may disqualify the vendor from future participation in the market.

### **Signage and Vendor Set-Up**

- Vendors must furnish their signage, money, non-cash payment equipment, packaging, chairs, drop cloths, tents, canopies, tables, and displays. All must fit within the assigned space. The use of drop cloths is suggested for all vendors selling products that can potentially cause damage to, or stain, sidewalk and street surfaces. If you are using a dropcloth, please make sure it is clean, and that it stays clear from customer traffic.
- No signage can impede or hide other spaces.

### **Other General Rules**

- No smoking is allowed at the market
- Vendors are not to have pets present at the market
- Volume level at a vendor booth must not interfere with other vendor booth business or the general public
- Music is not allowed in vendor spaces
- Disruptive activities and behavior are prohibited