

2024 THORNTON FESTIVAL VENDOR GUIDELINES

	Crafter	Business	Non-Profit	Kid Zone	Paw Fest
Thorntonfest Saturday, June 1 10 a.m.-5 p.m.	✓	✓	✓	✓	✓
Thornton Barrel & Beer Festival Saturday, August 24 2-7 p.m.	✓	✓			
Harvest Fest Saturday, October 5 10 a.m.-5 p.m.	✓	✓			
WinterFest* Saturday, December 14 10 a.m.-4 p.m.	✓	✓			

~ THORNTON FESTIVAL VENDOR DIVISIONS ~

MARKETPLACE

The Marketplace is the largest vendor division at each festival and includes a wide variety of vendors in the crafter, business and non-profit organization subcategories that may not otherwise identify with the Kid Zone or Paw Fest divisions.

Each of the three festival vendor divisions include the three subcategories and separate fee structures. Please see below for the subcategory descriptions and guidelines.

William Anderson
Marketplace Coordinator
MarketplaceCoordinator@ThorntonCO.gov
720-977-5932

KID ZONE

Vendors in this area sell products and promote services that encourage creativity and learning to amuse and support children of all ages and their families. Whether it's an item that will encourage creativity or learning through play such as games, puzzles, toys, arts and crafts, science and nature or any other product geared-toward children – these are the vendors who will feel right at home in the Kid Zone.

Jennie Christoffel
Kid Zone Coordinator
Jennie.Christoffel@ThorntonCO.gov
720-977-5916

This vendor division is only available at Thorntonfest and Harvest Fest.

PAW FEST

PawFest is the area designated to vendors who sell all types of pet products and services. It is also the location where the Colorado Disc Dogs hold their annual competition.

Renee Dodson, Paw Fest Coordinator
Renee.Dodson@ThorntonCO.gov,
720-977-5917

This vendor division is only available at Thorntonfest.

***Due to the unique and festive nature of WinterFest, event vendors are selected through a screening process.**

Guidelines will be provided to vendors upon their acceptance.

THREE SUBCATEGORIES WITHIN OUR DIVISIONS

Crafter Vendors who are selling handmade products are considered Crafters. Commercial or imported versions of handcrafted items may be sold as a Business vendor ONLY.

Business Vendors who are promoting or selling a product or service or selling commercialized products (ie: resale products, imported crafts).

Non-Profit A Non-Profit organization is any business that can verify their non-profit status upon registration.

The city of Thornton reserves the right to assign a category to a vendor based on the products being sold. Any vendor who has paid as a crafter and is found to be a business, will be in violation of the handmade rule and be required to pay the difference and/or be dismissed from the festival.

Vendor Rules & Guidelines

- Come prepared for a range of weather including extreme or unusual temperatures, rain, wind and unexpected storms. Colorado weather can change quickly.
- We accommodate those persons requiring additional assistance, such as wheelchairs. When checking in please let the staff know that you will need assistance on and off the field.
- Vendors are not allowed to sell or provide face-painting services.
- Vendors with similar items or services may be limited.
- Thornton residents are given priority to register before nonresidents.
- All displays must remain set up until the end of the festival.
- Festival staff will spot-check exhibitors to ensure that they are conducting business as it was represented on their application.
- No weapons or products that represent a weapon (guns, knives, swords, etc.) may be sold. Kids toys are permitted.
- Vendors are responsible for your own sales, change and cash box. The city of Thornton will not provide change to vendors. An ATM is available on site at the information booth.
- All vendors must provide a detailed description of their business or products being sold at registration.

Amenities

- Electricity, tables and chairs are offered at some festivals for an additional fee.
- Requests for each are done when applying. Fees will be charged at that time.
- Day of event requests will not be allowed.
- Vendors can provide their own tables and chairs.
- Generators are not allowed, however battery power stations are allowed.
- Extension cords are not provided.

Food and Samples

- No prepared food, beverage sales or giveaways are allowed.
- Selling prepackaged food as a business must be approved.
- Bottled water giveaways are not allowed.
- Any product samples or giveaways should fit in a 1-2 oz. cup and be limited to one per person.
- Products cannot contain alcohol.

Booth Guidelines

- Exhibitors must conduct their business within the confines of their assigned booth space.
- No exhibitor may leave their booth space to solicit or distribute information. This will be strictly enforced.
- Spaces are pre-assigned. Exhibitors will be notified of their booth location before the event.
- Canopies/tents are the responsibility of each individual vendor.
- Vendors need to be considerate of other exhibitors. At no time can the volume of an amplified sound system be disruptive beyond the vendor's assigned space. Event staff may require that you reduce the volume.
- Event weather policy requires all canopies/tents to be weighted with 40 lbs. per corner.

Cancellation and Refund Policy

- No refunds will be given due to inclement weather and there is no rain date.
- If the festival is canceled due to any unforeseen circumstance prior to the start of the event, a full refund will be provided.
- If a vendor notifies the marketplace coordinator by phone or email prior to or on the 15th day before of the event, a full refund will be made.
- If a vendor notifies the marketplace coordinator by phone or email after the 15th day, no refund is provided including any fees paid for electrical, table or chair rentals.

Booth Set-Up

- Specific information about dropping off your supplies, day of access, and tear down details will be provided to each approved vendor.
- All vendors must deliver any heavy items to their booth space the night before.
- For safety reasons driving to your booth will only be allowed the evening before the festival.
- If you wish to set up the morning of the festival, you will be required to park in vendor parking and walk your items to your booth.
- The festival will provide some overnight security, however, items left in your booth are at your own risk.
- WinterFest is the exception as dropping off and setting up takes place the morning of the event. Details will be provided to accepted vendors.

Licensing and Taxes

- Per state law, any vendor selling products or services are required to obtain a [Colorado Special Event License](#).
- Vendors must submit tax earnings to both the State of Colorado and to the City of Thornton.
- Vendor contact information is provided to the city and state to verify tax submissions.
- Visit our [vendor webpage](#) for links, documents, and contact information regarding Licensing and Tax submissions.

Colorado Cottage Foods Act

- A link for the Colorado Cottage Foods Act can be found on our vendor website.
- Vendor must follow the guidelines and procedures as directed by the Colorado Department of Public Health and Environment.



THORNTON
PARKS, RECREATION & COMMUNITY PROGRAMS



City of Thornton