

How to Apply to be a Marketplace Vendor

Process

We have updated the application and payment process for festival vendors. The new process will allow vendors to apply and pay online.

To apply, all you will need is an account in our system, called a Household. With that, you are assigned a login and password. If you have been a vendor in the past or have signed up for any programs or passes at the recreation center, you already have all three. If you are new, creating a Household is simple.

The new process, as modern and easy as it is, may not suit all vendors. You can still come into any City of Thornton Recreation Center to apply in person. For those who prefer to pay with cash or check, you can by applying in person at the recreation center.

Household Creation

To create a Household, please make sure your contact information, specifically your email address, is current. All festival communication will be done through email.

In Person: Visit any City of Thornton Recreation Centers

Online: Visit this link to create a Household. <https://forms.thorntonco.gov/Recreation/AccountRequest>

****Note:** you will be considered a non-resident until residency is proven. This can be done in person with a valid state ID. For festivals, there is no fee difference between residents and non-residents, however, resident applications are given priority and are allowed to apply before non-residents.

Existing Household Login/Password Requests

If you have been a vendor in the past, or have registered for any programs or passes, you already have a Household. To request your username and password, do one of the following.

Online: Visit the "My Account" link to request/reset your username and password.

<https://webtrac.thorntonco.gov/wbwsc/webtrac.wsc/SPLASH.html>

Call: Call 303-255-7800 (Carpenter Recreation Center) or 720-977-5700 (Trail Winds Recreation Center) to request your username and password be emailed to you.

When you log in for the first time, it may ask you to update your contact information. During that process, please make sure all the information you provide is current, (specifically the email address) as all communication for the festivals will be done using email.

Applying to be a Vendor

- 1) Login into our online registration program.
<https://webtrac.thorntonco.gov/wbwsc/webtrac.wsc/SPLASH.html>
- 2) Scroll down and click on the 'Festival Food and Marketplace Vendor' button.
- 3) Click on the event and section (food, crafter, business) that you want to apply to.
- 4) Add to cart, answer the questions, and pay.

Instructions on how to apply can be found here:

[**Step-by-Step Online Registration Instructions**](#)