

CITY OF CORTEZ
Cortez City Hall
425 Roger Smith Avenue
Cortez, CO 81321
970 – 564 - 4080



2025 THIRD THURSDAYS VENDOR INFORMATION PACKET

General Information

2025 Third Thursdays events will be held on June 19, July 17, August 21, and September 18. Attendance expectations at Third Thursdays events are between 800 – 1400 residents and visitors to the area.

Events will start at 5 PM and end at 8 PM. Setup will begin at 3:30 PM. Breakdown of vendor area can begin no earlier than 7:30 PM. Vendors are expected to attend the full event they sign up for. Spaces will be numbered and assigned prior to setup, and no early setup will be allowed. Vendors agree to arrive on time for setup and be ready to start at 5 PM.

Vendors will be assigned a 10 x 10 stall space, layout, and space assignment determined by the vendor manager after paying the vendor fee. Vendor assignment will be based on the timing of the application and vendor fee payment. Cortez-based businesses may receive space priority. After the vendor fee is received, vendors may discuss space assignment requests with the vendor manager. Vendors will supply their tent/shade and tables (maximum 8'). Tents must be secured with a minimum of 25-pound weight at each corner or tent stakes. Failure to secure tents may result in removal and elimination from future events.

Trash & Clean Up: Each vendor is responsible for their stall space and surrounding perimeter. Before leaving, each vendor should ensure their area is clean and trash-free. If possible, leave it cleaner than you found it.

VENDOR PARKING: Vendors may not park on Montezuma Avenue. They may unload on Market or Montezuma before 4:30 PM but **MUST** move their vehicles after setup.

Food Truck Vendors

Third Thursdays are not accepting Food Truck Vendors at this time.

Non-Retail Vendors

Local organizations and nonprofits can sign up as "information-only" booths. Vendor fees will be reduced for vendors not accepting payment. Any vendor accepting payment must sign up as a "regular vendor"; this includes service-oriented vendors. Information-only (non-retail) vendors will be charged a \$25 vendor fee per Third Thursdays event.

Political organizations, candidates for elected office, and politically motivated vendors are not allowed.

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Retail Vendors

Vendors selling goods or services should sign up as a “retail vendor.” All vendors selling a *product* are required to have a current City of Cortez Sales Tax License. Vendors will not be accepted as a vendor until a Sales Tax License has been acquired. For more information and to sign up for a Sales Tax License, visit: <https://www.cortezco.gov/131/Taxes>.

Retail vendors will be charged a \$40 vendor fee per Third Thursdays event.

Political organizations, candidates for elected office, and politically motivated vendors are not allowed.

Disclaimer for Vendors

Please be advised that all vendors participating in this event are not covered under the City of Cortez or CREA’s insurance policy. It is strongly recommended that vendors obtain their own insurance coverage to protect against any potential liabilities or losses that may arise during the event. By participating, vendors acknowledge and accept that they are responsible for their own insurance needs. Thank you for your understanding and cooperation.

For questions about insurance requirements or assistance in acquiring insurance, please contact Debbie Speer at dspeer@cortezco.gov or 970-564-4019.

Vendor Fees

Vendors may sign up for individual Third Thursdays events or all four. Vendors signing up for all four events will receive an approximate 20% discount.

- Information Only Vendor Fee: \$25 per event, \$80 for all 4.
- Regular Vendor: \$40 per event, \$125 for all 4.

Payment is required prior to setup and is non-refundable. Payment may be made in cash, credit card, (+ 3% process fee) or check. Please make checks payable to the City of Cortez with the note of Parks and Rec, 3rd Thursday Vendor Fee. Payment may be made 425 Roger Smith Avenue, Cortez, Colorado.

*Cortez-based businesses with a current City Sales Tax License may be eligible for their vendor fee covered by Cortez Retail Enhancement. Please visit <https://shopcortez.com/third-thursdays/> for more information.

VENDOR LOGISTICS CONTACT: Erik Quiroz, erik@ksjd.org

VENDOR PAYMENT CONTACT: Asialynn Hager, ahager@cortezco.gov

CREA CONTACT: AJ Dillon, info@shopcortez.com