



Dear Prospective Market Vendor,

Thank you for your interest in the **Main Street Market!**

If you are a returning vendor, welcome back — we appreciate everything you do to help make the market a fun and successful place for vendors and customers alike. If this is your first year, we're excited to welcome you to our community of hardworking and friendly vendors.

Our goal is to help you successfully market your products while creating a vibrant experience for the community. Market staff will promote the market through social media, local media, city channels, and our website while keeping vendors informed of updates and announcements throughout the season.

### 2026 Market Season

- **Dates:** Thursdays, July 16 – August 27, 2026
- **Time:** 4:00 – 7:00 PM
- **Location:** **Bunning Park** (J and Evans Street)

### Fees & Utilities

- Market participation requires a **seasonal vendor fee**.
- Each truck/trailer or canopy/table space requires a booth fee. Vendors using multiple spaces (for example, two trucks/trailers or multiple canopy/table setups) must pay a separate booth fee for each space used.
- **Electricity is available at no extra charge** but must be requested on the application.
- Power sources are located a distance from booths — vendors must bring **at least a 100' extension cord**.
- **Generators are NOT allowed** due to available park power.

### Booth Spaces

- Booth spaces will be **assigned for the full season**.
- Vendors attending **all market dates receive priority placement**.
- While we will try to honor placement requests, **final placement is determined by the Market Manager**.
- Vendors typically remain in the same spot all season but **booths may be rearranged if needed**, especially when other Downtown events coincide.
- Booth spaces **may not be reassigned or shared without approval**.
- Returning vendors must still **submit an application to retain or request their previous space**.

## Market Day Guidelines

### Arrival & Setup

- Setup **may begin at 2:00 PM (no earlier)**.
- Vendors must arrive **no later than 3:30 PM**.
- **Park gates close at 3:30 PM — no vehicle access after that time.**

### Vehicle Access

- **Truck/trailer vendors only** may drive into the park.
- Vehicles must remain **on asphalt only — no vehicles on grass** at any time.
- Table/canopy vendors must **cart items into the park**. There is NO vehicle access for table/canopy vendors.

### Parking

Please leave nearby parking spaces available for customers whenever possible.

## Closing & Departure

- Vendors **may not leave before market closing (7 PM)**.
- Vendors must depart **within one hour after closing**.

## Clean-Up

Vendors must leave their booth space clean and remove all trash and debris.

## Vendor Rules

- All required paperwork (application, licenses, permits) **must be submitted before setup**.
- Vendors must provide their own **tables, chairs, tents, and displays**.
- Tents and displays **must be properly secured** for wind.
- **Sampling is allowed** if it follows all local and state food safety regulations.
- **No radios or amplified music** in vendor booths.
- **No loud hawking or shouting to promote products**.
- Vendors must conduct themselves in a **professional, respectful manner**.
- Vendors must wear **shirts and shoes at all times**.

## Violations

Vendors who violate market rules may receive disciplinary action ranging from a warning to removal from the market for the remainder of the season. Decisions will be based on:

- Severity of the violation
- Whether injury or damage occurred
- Vendor cooperation
- Other relevant circumstances

## Vendor Resources

### **Food Licensing**

Sweetwater County Board of Health  
Sarah Geffre – 307-872-3930  
geffres@sweet.wy.us

### **Wyoming Department of Agriculture**

Food Safety & Labeling – Shawn Moore – 307-789-3645  
Scale Inspections – Justin Caudill – 307-382-6059

### **Sales Tax Questions**

Wyoming Department of Revenue – Jackie Lavake – 307-382-4531

### **Business Licenses**

City of Rock Springs – Melissa Kimball – 307-352-1510

## Main Street Market Contacts

### **Chad Banks**

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