Church Street Marketplace

2026 Cart Vendor Program Overview

City of Burlington, Vermont

For questions regarding the program contact Andrew Bacher at abacher@burlingtonvt.gov

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I. BACKGROUND

Thank you for your interest in the Church Street Marketplace Cart Vendor Program.

This document will cover all the information you need to know to apply to be a cart vendor on the Church Street Marketplace. The goal of this program is to enhance the vibrancy and activation of the Church Street Marketplace and to support the growth of micro-businesses.

Once you have reviewed this document, you will need to complete the cart vendor application through Opengov on the City of Burlington website.

ALL vendors must apply annually. **Cart locations are not guaranteed; however, returning vendors will receive seniority in placement.**

THE CHURCH STREET MARKETPLACE DISTRICT COMMISSION

The Church Street Marketplace Commission, appointed by the Burlington City Council, is a nine-member board. Its purpose is to establish, improve, and maintain the Church Street Marketplace, for the benefit of Burlington, the County, and the State. The Commission sets policy for the Marketplace, which is a four-block business improvement district. The Commission makes the final decision on fees, placement, and vendor acceptance within the Cart Vending Program as advised by the Marketplace License Committee and Marketplace staff.

MARKETPLACE LICENSE COMMITTEE

COMMITTEE ROLE: To ensure that Marketplace vending benefits everyone, the Marketplace License Committee, a subset of the Marketplace Commission, advises the Marketplace Commission on all things relating to Marketplace vending.

II. SCOPE

The Church Street Marketplace Commission is now accepting applications from artisan, food, retail, and non-profit cart vendors to vend for a one-year term, May 1, 2026 – April 30, 2027, on the Church Street Marketplace.

The Church Street Marketplace is open year-round. The cart vendor schedule will have a minimum season of June 1st through August 31st, 2026.

A. Types of vendors on the Marketplace fall into the following three categories:

- ARTISAN: Sells "arts and craft items" of their own creation and nothing else. No imported goods! Annual fee for Artisans is 50% of the fee for retail vendor carts. (Please note: Fine arts (painting, photography, sculpture) are NOT part of the cart vendor program. Information on selling these wares through the Artist in the Alley program can be located at on the Church Street Marketplace website.
- FOOD & RETAIL VENDOR: Sells goods and/or food and/or nonalcoholic beverages. Vendors selling food need to comply with the State of Vermont Health Department regarding their regulations. Vendors selling food are prohibited by the City of Burlington from using materials containing chlorofluorocarbons.
- NON-PROFIT: The Marketplace will support a total of three (3) local non-profit 501(c)(3) organizations that focus on entrepreneurship, sustainability, and/or youth empowerment. The programs much teach a solid based foundation of curriculum; have a proven track record and broad-based community support; and sell a product that currently is not being sold on the Marketplace by any other vendor.

B. The vending spaces each consist of a ten (10) square foot service area on the Church Street Marketplace bricks. Electricity can be provided upon request but is not guaranteed.

C. Marketplace Vendor Program will have schedule requirements starting June 1st through August 31st. Vendors will need to notify Marketplace Staff the days and times they plan to vend between those dates. Vendors are required to vend at least 15 days between June 1st and August 31st .During that time period daily attendance can reach up to 5,000 visitors in a day, although varies upon weather conditions and events.

D. Merchandise must be unique to the Marketplace and not violate the non-compete agreement with brick and mortar merchants.

E. Proposals for service(s) rendered shall meet all city, state, and federal regulations, licensing and insurance requirements, and be of a type expected and accepted by visitors to the Church Street Marketplace and Burlington in general.

F. Fees for vending on the Marketplace will be due in full on June 1st , 2026. The payment schedule is as follows:

Food Carts (City Hall Block)	$2,400
Food Carts (Between College St & Cherry St)	$1,800
Retail Carts (south of Cherry St)	$1,500
All Carts north of Cherry St	$1,200
Artisan Carts	$750

III. APPLICATION OUTLINE

Prior to applying interested parties must read the ***Terms and Conditions of Marketplace Peddling*** and the sample ***Cart Vendor Agreement .***

A license for a cart vendoris valid for the year applied running from May 1st – April 30th. Existing and prospective cart vendors must re-apply each year. Locations are owned and managed by the City of Burlington and are not guaranteed to returning vendors nor can they be sold or purchased. Cart vendors must apply annually for a location. Returning vendors will receive seniority in placement. Application can be found on the Church Street Marketplace website at www.churchstmarketplace.com/programs-and-licensing. Applications go live on January, 28th 2026 and are due Sunday, February 22nd h, 2026 at midnight.

VENDOR SELECTION

In compliance with the City of Burlington's Procurement Policy, the Church Street Marketplace Department will evaluate ALL (new and returning) complete proposals from qualified applicants on the seven criteria listed below. They will then make recommendations for permit approval to the License Committee based upon this evaluation. Applicants will be scored up to a maximum of 100 points based on the following:

- Physical cart must meet all of the listed cart requirements above. **(25 points)**
- Priority will be given to those vendors whose attendance metrics (proposed schedule, past attendance data, submission of transaction data) have been met and submitted. **(5 points)**
- Reasonable affordability. Priority is given to those vendors who offer products that vary in price range. **(15 points)**
- Vendor diversity. Priority is given to those vendors who identify as BIPOC, women, and LGBTQIA+ **(15 points)**
- Priority is given to those vendors whose products are hand-made and/or locally sourced. **(15 points)**
- Inclusive menu (for food/drink vendors). Priority is given to those vendors whose menu includes a range of items, including vegetarian, vegan, dairy free, gluten free etc. **(10 points)**
- Priority is given to those vendors who are in non-compete with other cart vendors and Marketplace merchants **(15 points)**

IV. APPLICATION TIMELINE AND NEXT STEPS

Applications should be submitted through the online link at:
https://churchstmarketplace.com/programs-and-licensing#cartvendorprogram

Questions concerning this application should be directed to Andrew Bacher by emailing Abacher@burlingtonvt.gov

Please note that our office receives many questions from prospective cart vendors during the application period. We will do our best to respond within 1-2 business days.

To apply you will need to:

1. **Complete the online application form.** To access the application form, click the link HERE. In the application, you will be required to:

    - 2025 cart vendors must submit an application for 2026. Application renewals will not be accepted.
    - Complete and include detailed drawings or designs OF ALL FOUR OR MORE SIDES OF THE CART (if the cart has not been constructed) or photographs of the cart with a cover sheet describing all dimensions are required with the application. The drawings or cover sheet MUST include either samples or descriptions of ALL materials and must show ALL sides of the cart.
    - Include a Valid photo ID. (Government issued ID is best.)
    - Applicants can include: an individual, a married couple, a business partnership with five or fewer partners, or a corporation with five or fewer shareholders.

    Your application and plans will be reviewed in March 2026. The Marketplace License Committee will meet to review completed applications. If the License Committee approves your application, it is referred to the March 18, 2026 meeting of the Church Street Marketplace Commission for its review and approval. If the Commission approves, you will be provided with written permission to build or buy your cart. All Commission meetings are posted on the City's public meeting calendar.

2. **Receive written notice that your cart has been approved or denied and Vendor Agreement.** You will receive a written notice, via e-mail, that your cart has been approved or denied. At this time, you will also receive a vendor agreement that will need to be executed prior to the start of vending. If you are a cart vendor selling food, you must provide the Marketplace with a copy of your certificate from the Vermont Department of Health at least seven working days prior to your first day of operations on Church Street. The Marketplace Cart Vendor Program logo decal must be placed on your cart with an un-obstructed view.

3. If your cart has been denied, you may appeal that decision, first with the License Committee and then with the Church Street Marketplace Commission.

4. **Cart Inspection.** All new carts must be inspected before doing business on the street for the first time and must match the drawing or photographs that were provided with the application. If you fail inspection, you will be given two-weeks to make the necessary adjustments to pass inspection and can then schedule a re-inspection. If you fail the inspection again, you have failed the inspection for 2026 and will be asked to leave the Marketplace. You may reapply for the following fiscal year.

Please submit all application materials by 12:00 A.M. on Sunday, February 22th, 2026.

Quick Glance Timeline

- January 28, 2026: Application Window OPENS
- February 22, 2026: Application Window CLOSES
- February 22 through March 17, 2026: Application Review Period
- March 18, 2026: Final decisions made & applicants notified at March 23, 2026: Contract agreements sent
- April 22, 2026: Mandatory virtual orientation
- May 1, 2026: First day vendors allowed on Marketplace
- June 1, 2026: Required vending season begins (June 1st – August 31st)