



Downtown  
Denver  
Business  
Improvement  
District

# 16th Street Vending Program



## About

The 16th Street vending program is designed to enhance the city's iconic 16th Street commercial corridor and support entrepreneurs interested in locating their businesses in downtown Denver. As we transition from a central business district to a central neighborhood district, a thriving vending community is essential to bring vibrancy and community to downtown Denver. The 16th St. Vending program provides opportunities for vendors interested in a F&B, retail, or service kiosk or cart. Quality, unique, and diverse local business who are ready to take the next step in their entrepreneurial journey and contribute to the revitalization of 16th St. are encouraged to apply. More information on the program including guidelines, expected hours of operations, and the application process can be found below.





## **BID-owned kiosks**

There are 7 BID-owned kiosks that are available for rent\*:

- 1 Retail
- 1 Service
- 5 F&B

\*As of January 2025, there is 1 BID-owned kiosks available

All BID-owned structures are best suited for point-of-sale transactions whereby business is conducted by an employee inside the kiosk serving the customer through a service window.

## **Vendor-owned kiosks/cart**

All vendors interested in bringing in their own kiosk or cart MUST follow all guidelines outlined in the following pages. There are several 9x5 kiosk/cart placements and limited 10x10 kiosk placements.

Vendors are responsible for taking carts off 16th St. after operating hours. DDP will not supply storage space or the transport of any carts.

## **Hours of Operation**

Business owners and entrepreneurs who can offer great customer service and consistency are vital in growing the 16th Street vending program. For this reason, conforming hours of operation have been established for food and merchandise throughout most of the street.

The conforming hours of operation are 11 a.m.–6 p.m., Monday through Saturday from May through October and 11 a.m.–4 p.m., Monday through Saturday, November through April.

Vendors may not operate between the hours of 12 a.m. and 6 a.m.



## **Selection Criteria:**

All applications must be reviewed by DDP staff and approved by the Mall Use Committee. If you are NOT renting a BID-owned kiosk and building your own, you must follow the Design Guidelines and receive DDP staff recommendation before review by the Mall Use Committee. The committee meets the third Thursday of each month. Within one week of the meeting, you will be notified of approval status. A committee will determine the applicants best suited for placement on 16th Street based on the needs and desires of the area within the Downtown Denver BID, including in part, the following factors:

- Product uniqueness, diversity and quality
- Commitment to program/hours of operation
- Successful business experience
- Competition/existing similar businesses on or near the block
- Financial resources of the business
- Reasonable likelihood of success of the business
- Sales projections
- Visual merchandising/quality of design/display
- Completeness of business plan
- Overall benefit of the business to 16th Street retail environment
- Potential detriment to the 16th Street Mall retail environment





## **Application and Review Process**

### **1. Submit application**

Submit your application digitally or on paper. Please make sure you submit all necessary documents.

### **2. DDP staff review and recommendation**

Your application will be reviewed by DDP staff for compliance with design guidelines. As part of this process, vendors will finalize their operations agreement, unit designs, and preferred location on 16th St. This may be an iterative process. You must have DDP staff recommendation to proceed to Mall Use Committee.

### **3. Mall Use Committee review**

Your application will be reviewed by the Mall Use Committee to ensure that your unit is a good fit for 16th St.

### **4. Approval notice and lease agreement**

If your application receives staff recommendation and is approved by the Mall Use Committee, The Downtown Denver Partnership (DDP) will send the applicant an award letter and information on next steps.

### **5. Unit build-out**

Units can be built or purchased AFTER final approvals from DDP. Once all designs of the unit are approved, NO changed can be made to the approved design.

### **6. Commissary license (F&B only)**

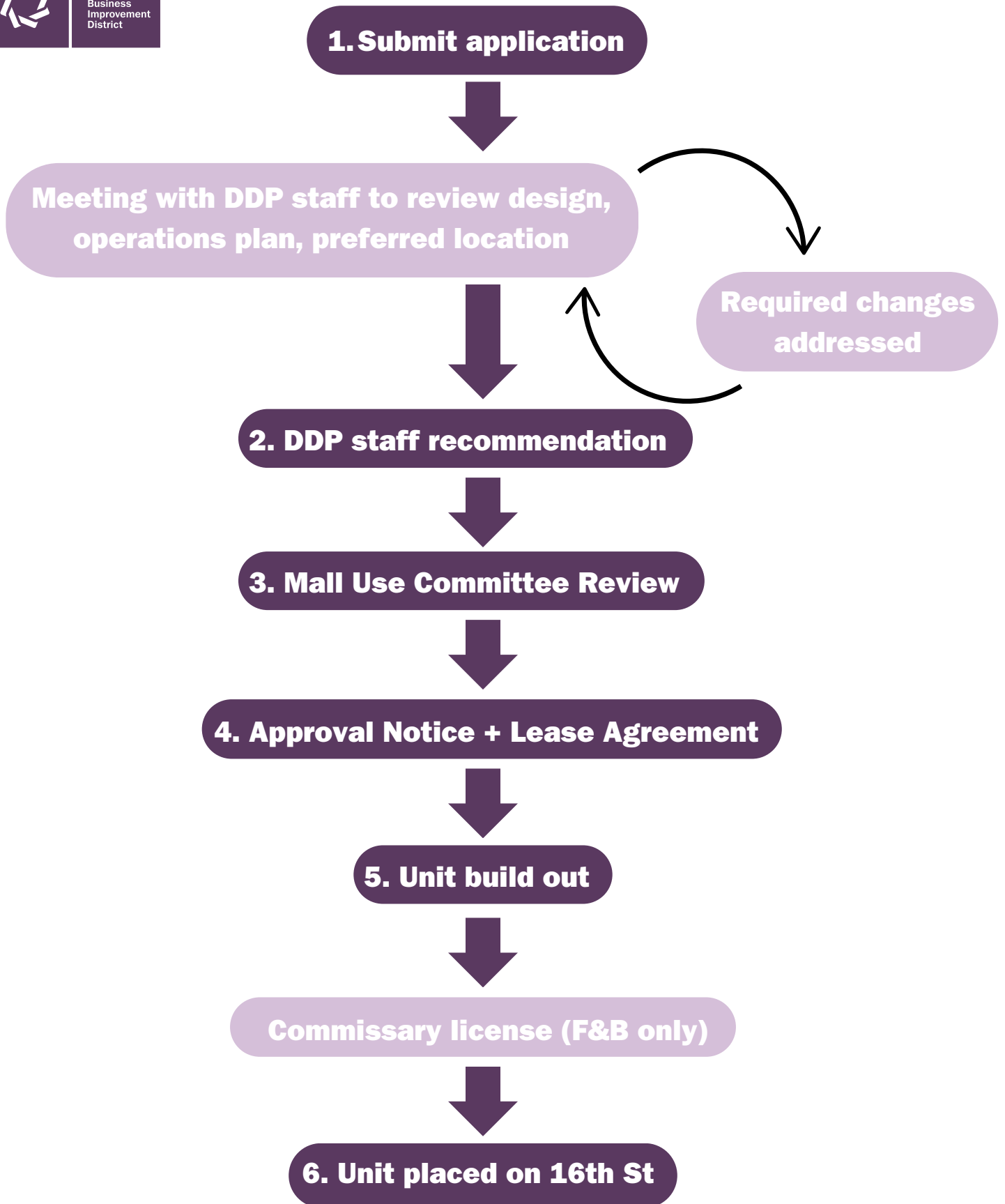
F&B kiosk vendors are required to obtain a [commissary license](#) and F&B cart vendors are required to obtain a [food cart license](#) through the City of Denver's Excise and License office. Commissary licenses can only be obtained once the unit is built.

### **7. Unit placed on 16th St.**

You will be connected to DDP's operations team to schedule the move of your unit. Transport of the unit is at the vendors expense.



# Application and Review Process



## **Design Guidelines:**

Vendors interested in applying for 16th Street vending opportunities must adhere to the following guidelines and follow the review process outlined on the prior page. Nothing should be ordered, purchased, or constructed for the purposes of vending on 16th Street without express written approval and award letter (step 4) from the Downtown Denver Business Improvement District (BID) or its authorized representatives.

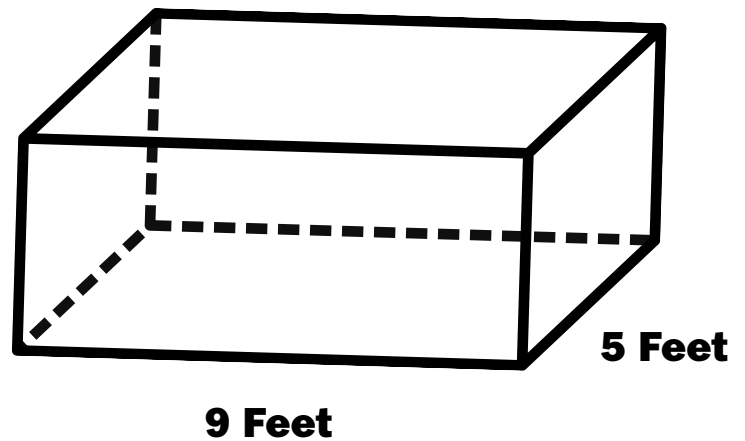
Requirements of the 16th Street Vending Program:

- ALL units must comply with Health Department regulations and, in some cases, Fire Department regulations
- ALL components of food and merchandise vending cart and kiosk design must be approved in writing by BID
- Schematics, shop drawings, or engineer's drawings must be provided for approval
- Design elements including, but not limited to, size, workmanship, materials/finishes, colors, signage, branding, menus, wheels, hitches, and coolers or any other type of amenities intended to be placed outside of the unit must be provided for approval
- Nothing should be ordered, purchased, or constructed for the purposes of vending on 16th Street without express written approval from the Downtown Denver Business Improvement District (BID) or its authorized representatives



## Dimensions:

Maximum usable space is 5' x 9'. All items must fit inside this space including retracted hitches, wheels, customer counters, coolers, and propane tanks. Nothing may extend beyond the 5' x 9' footprint except an approved awning.



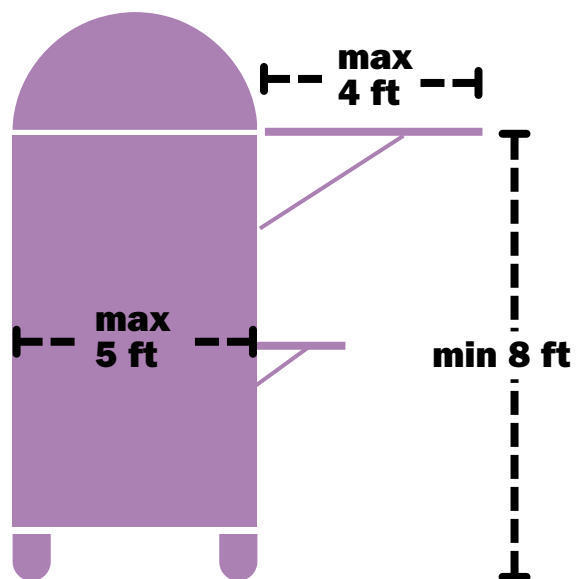
## Allowed Items:

If the kiosk does not use the maximum footprint, additional materials are allowed WITHIN the maximum footprint of 5' x 9'. Additional materials that can be placed within the maximum footprint include:

- Up to 1 propane tank
- Up to 2 coolers (see specifications below)
- Customer Counters

## Awnings:

Awnings must be approved and are the only item allowed to extend past the 5' x 9' footprint. Awnings must be a minimum of 8' above the ground and cannot extend past 4'. Awnings should be on the front of the unit only (unless otherwise specifically approved). Plastic awnings are not permitted.





## Roof Shape:

Roof must allow for drainage. No flat roofing. Location and size of vents must be included in rendering for approval and should be minimally visible.



## Exterior Walls:

Three walls between the roof and customer window/counter must be primarily transparent, glass windows, or open during operational hours. Windows should be operable, rather than fixed, to allow for ventilation. No signage may be affixed to transparent wall, glass, or window except for menus.

## Exterior Materials:

Stainless steel is recommended exterior material. Wood is prohibited. Exterior materials must be approved as part of design review with DDP staff.

## Hitch & Skirt:

Carts and kiosks must attach metal skirting around the bottom of the unit unless an exception is expressly approved in writing. Towing hitches must be retracted or removed while operating on 16th Street.



## Coolers:

Vendors are permitted up to 2 coolers within the maximum footprint. Coolers may only be used if space is available in the 5' x 9' footprint. Coolers must be stainless steel or wrapped in branding graphics. Raised/wheeled coolers are permitted. No other items are allowed outside unit unless approved in writing. Coolers may not be stacked on other items, such as crates or shelving.

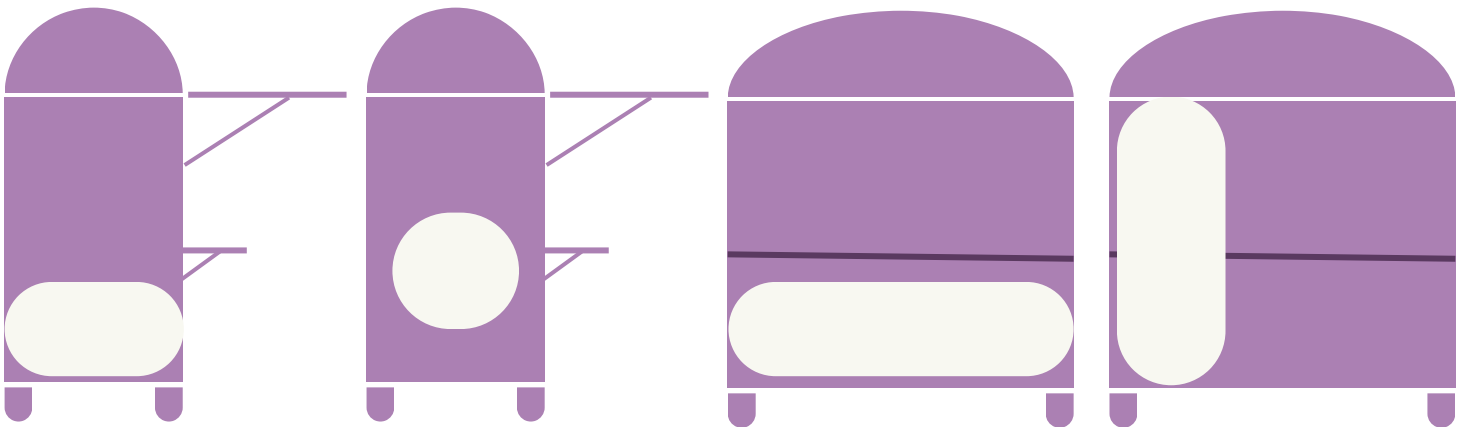
## Menu Signage:

All signage must be professional quality and firmly affixed to the unit. Paper flyers or banners are not allowed. Tape is not permitted to hang menus. Menu signage is part of full signage package to be reviewed by DDP staff, including all branding and graphics.

## Primary Signage:

All signage must be professionally produced, comply with City of Denver Ordinance 59-537, and be approved in writing as part of design review with DDP staff.

Signage must be permanent in nature - no banners, sandwich boards, or other signage outside kiosk is allowed. Signage is allowed on all faces of kiosk and cart on non-transparent surfaces, but no more than 25% of an individual face may have signage. Examples below.



## **Design Guidelines for Carts:**

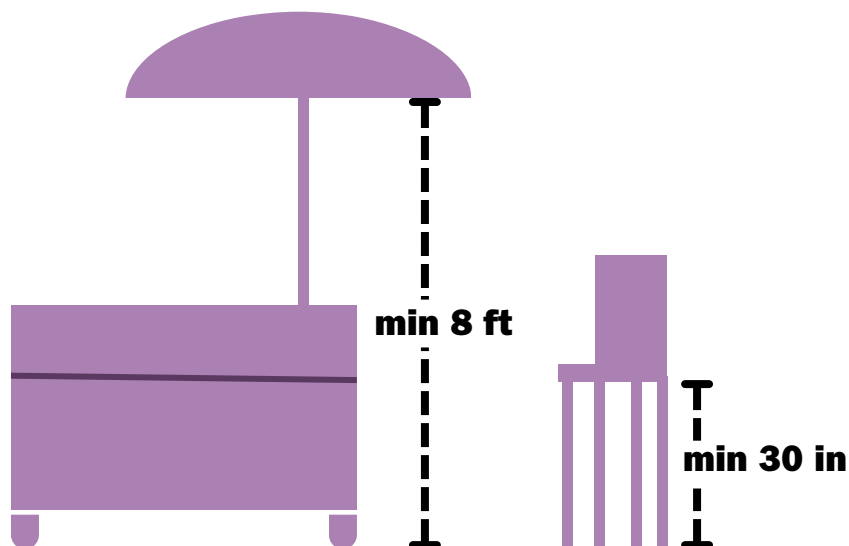
Vendors with open carts must comply with all previously stated regulations, in addition to design guidelines for elements unique to carts. Carts are different from kiosks in that they must be removed from 16th Street at close each day.

## **Umbrellas/Canopies:**

Umbrellas/canopies are allowed. They must match approved cart and menu branding. The bottom of the umbrella/canopy must be a minimum of 8 ft above the ground.

## **Chair:**

Cart vendors are allowed one chair with minimum 30" seat height. Chair must match approved cart and menu branding colors. Chairs must be approved as part of design review with DDP staff.



## Vending Rates

Pricing is split into summer rates (April to October) and winter rates (November to March). Pricing is subject to change. We offer seasonal and year-long leases. Year-long leases are preferred for BID-owned kiosks.

### BID-owned kiosk

Season	BID License Charge	Unit Charge	Electric Charge	Total Monthly Charge
Summer	\$550	\$150	\$20	<b>\$720/month</b>
Winter	\$450	\$150	\$20	<b>\$620/month</b>

### Vendor-owned kiosk

Season	BID License Charge	Unit Charge	Electric Charge	Total Monthly Charge
Summer	\$450	\$0	\$10	<b>\$460/month</b>
Winter	\$300	\$0	\$10	<b>\$310/month</b>



## Mobile Vending Carts

Season	BID License Charge	Unit Charge	Electric Charge	Total Monthly Charge
Summer	\$150	\$0	TBD	<b>\$150 + Electric Charge/month</b>
Winter	\$150	\$0	TBD	<b>\$150 + Electric Charge/month</b>

## Vending Locations

Vendors may select preferred vending location based on the map. Location will be evaluated during the approval process. Preferred locations are not guaranteed and placements on the maps below are subject to change. Vendors will not be placed on a block with a competing existing business. Please carefully review adjacent businesses that are on your preferred block to ensure that there are no competing products before submitting your preferred space.



## Link to map

Scan the QR code to be redirected to map of vending locations or visit the following website: <https://www.downtowndenver.com/wp-content/uploads/External-Map-FINAL.pdf>



## **Document Checklist**

Applicants will be required to submit ALL documents listed below:

- Renderings of unit, including all dimensions
- Business brand package, including signage, menus (with pricing), and poster with hours of operation
- Projected sales figures
- List and images of equipment needed in the unit

## **If successfully selected, please be prepared to submit the following documents:**

- Certificate of insurance including \$1 million General Liability Insurance and worker's compensation as required by the state of Colorado.
- W9
- State and City Tax License

\*Food and beverage vendors must obtain a Retail Food Commissary license after kiosk plans have been approved and built. Additional information will be sent after acceptance.







## Frequently Asked Questions

### When will I hear back?

Applicants should generally expect to receive a response within 60 days of application submission.

### If selected:

After notification that an application has been selected, the next step is location assignment and unit (structure), branding and display approval. Final approval is contingent upon finding an agreeable location and approval of the structure and all branding. No changes can be implemented by applicant after final approval.

### If not selected:

Applications are valid only through December 31 of the year in which they are submitted. There is no waiting list. Selection is based on the specific factors listed within this document and for the time period in which it is received. Applicants may apply in subsequent years if not selected.

## Disclaimer

- The primary goal is to have full-time business commitment of 11 a.m.–6 p.m., Monday through Saturday for most of the Mall (weather permitting) except in specific blocks that allow flexibility.
- The DDBID makes no guarantees or promises in regard to potential sales or success.
- The business owner is responsible to create a successful business model, which includes marketing strategies, community outreach and social media.
- The Temporary Revocable License Agreement may be revoked with or without cause.



## Ready to apply?

Scan the QR code to be redirected to the application for or visit the following website: <https://downtowndenverpartnership.typeform.com/to/zpcj5Cvg>





## **TERMS**

This is an APPLICATION FOR CONSIDERATION OF A TEMPORARY REVOCABLE LICENSE AGREEMENT (AGREEMENT). THE COMPLETION AND SUBMITTAL OF THIS APPLICATION AND/OR THE PAYMENT OF A FEE WITH THIS APPLICATION DOES NOT GRANT ANY RIGHTS TO THE APPLICANT AND DOES NOT GRANT, RESERVE, PRIORITIZE, ALLOCATE, PROMISE, WARRANT OR GUARANTEE THAT AN AGREEMENT MAY BE GIVEN BY THE DOWNTOWN DENVER BUSINESS IMPROVEMENT DISTRICT (LICENSOR). THE DATE OF FILING THIS APPLICATION HAS NO SIGNIFICANCE IN WHETHER THE APPLICATION WILL BE APPROVED OR DENIED.

THE APPLICATION IS TO BE COMPLETED BY EACH INDIVIDUAL APPLICANT, A GENERAL PARTNER OF A PARTNERSHIP, AN OFFICER OR DIRECTOR OF A CORPORATION OR A MANAGING MEMBER OF A LIMITED LIABILITY COMPANY. INCOMPLETE OR ILLEGIBLE APPLICATIONS MAY NOT BE REVIEWED OR CONSIDERED.

Acceptance of the application by Downtown Denver Business Improvement District does not constitute approval or acceptance of the applicant or proposed Licensee into the 16th Street vending program nor does it grant, reserve, obligate, license, lease, warrant or guarantee that a location on the 16th Street Pedestrian and Transit way will ever be approved.

Licensor reserves the right to simultaneously negotiate with other prospective applicants regardless of similarity in products. Licensor is not obligated to license a location to the Applicant unless and until such time as a License Agreement has been fully executed by both parties, the fees have been submitted in an acceptable form for the location agreed upon by both parties, and the Licensee is in continuous compliance with all applicable rules and regulations for use of 16th St.

