



Superday 2024 Vendor Registration

Cheyenne Aquatic Center
931 Martin Esquibel Street
Cheyenne, WY 82001

kmyers@cheyennecity.org
307-637-6456

Dear Community Supporter,

The City of Cheyenne Community Recreation and Events Department and our Superday 2024 presenting sponsor, HF Sinclair, invite you to participate in the Annual Superday. Superday is an annual celebration which serves to kick off July as National Parks & Recreation Month to promote a greater awareness of the value and availability of recreation and leisure activities, and to get people active.

Superday 2024 will take place on Saturday, June 22, at the south end of Lions Park. Vendor locations will be along Lions Park Drive and other locations in South Lions Park.

Please join us in the celebration by participating in the vendor exhibit. We look forward to seeing you on June 22, 2024.

Sincerely,

Kyle Myers, Superday 2024 Vendor Chair
Cheyenne Community Recreation and Events

“ Superday is an annual celebration that kicks off July as National Parks & Recreation Month, and is hosted by the City of Cheyenne Community Recreation & Events Department in an effort to promote greater awareness of the value and availability of local recreation and leisure activities.

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Superday 2024

Vendor Guidelines

1. Payment must be received before your registration is accepted and booth space reserved.
2. Bring your own tables, chairs, and canopy if you want one.
3. If you set up a canopy, make sure it's weighted down to prevent accidents. Do not stake down your canopy.
4. There is no water or electrical hookups unless you've prepaid for a vendor booth with a generator or water hookup.
5. Personal generators are not allowed.
6. Selling food requires proper licensing from the Cheyenne-Laramie County Health Department and the Cheyenne City Clerk's Office.
7. Contact Cheyenne-Laramie County Health Department and the Cheyenne City Clerk's Office for food permits if you're offering samples or free food or beverage items, and display the permits visibly at your booth.
8. Helium/CO2 tanks need approval from the Vendor Chair, and additional regulations will be sent in your event packet.
9. Set up and unload your vehicles between 6:30 – 9:00 am on Saturday, June 22. Move your vehicle to the vendor parking area by 9:00 am to avoid towing at your expense.
10. You'll get one parking pass for your vendor vehicle, so display it on the driver's side front window.
11. Vendor trailers can be parked in Frontier Parking Lot B.
12. Wait until 4:00 pm to start tearing down your booth for everyone's safety.
13. The Fire Department, Vendor Chair and Superday Chair have the final say on decisions.
14. No refunds will be offered.
15. Superday 2023 is set to proceed in the event of rain; however, it will be canceled in the case of extreme weather conditions. Given the extensive planning and the dedicated participation of numerous volunteers, please note that there is no rescheduled date.

Upon receipt of payment and registration, you will receive your vendor packet (parking pass, map and booth location, etc.) two weeks prior to the event. If you have not received communication within one week prior to the event, please contact me (see below contact information).

I look forward to seeing you at the Superday 2024 Vendor Show. If you have questions, please don't hesitate to call or email me.

Contact Information:

Kyle Myers, Superday 2024 Vendor Chair

Office Phone: 307-637-6456

Email: kmyers@cheyennecity.org





Superday 2024 Vendor Application Form

Complete and return form to Kyle Myers or email
kmyers@cheyennecity.org by May 31, 2024

Business Name:* _____

Contact Person:* _____

Address:* _____

City/State/Zip:* _____

Phone (Day of Event Use):* _____ Email Address:* _____

Vehicle used to load/unload (one vehicle only):

Make: * _____ Model: * _____ Color: * _____ License Plate #: * _____

Event Information

Event Name: Superday 2024

Participation Start Date: June 22, 2024

Set Up Time: June 22, from 6:30 to 9:30 am

Event Location/Address:

710 S. Lions Park Drive. Cheyenne, WY 82001

Event Time: 10:00 am-4:00 pm

Application Submissions

Submit application via email. Email:

Kyle Myers

kmyers@cheyennecity.org

On-site:

Cheyenne Aquatic Center
931 Martin Esquibel Street
Cheyenne, WY 82001

Online

cheyenneaquatics.com

PLEASE RETURN YOUR COMPLETED APPLICATION BY, May 31, 2024.

VENDOR BOOTH INFORMATION

Will you sell products?* Yes No

Will you be selling or giving away food?* Yes No

If so, provide the type of product(s): _____

Describe vendor both activity, sale, promotions, giveaways:*



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VENDOR BOOTH FEES

15x15' Space - Vendor Booth for City of Cheyenne Agency: Fee Waived

15x15' Space - Vendor Booth for Superday Sponsors: Fee Waived

15x15' Space - Vendor Booth Approved by Superday Chair: Fee Waived

15x15' Space - Vendor Booth for Political Candidate in the Upcoming Election: \$125

15x15' Space - Vendor Booth for Non-Profit Organization: \$125

15x15' Space - Vendor Booth for Crafts, Small Business, or Direct Sales: \$125

15x15' Space - Vendor Booth Commercial Business: \$200

Electricity: \$50 (No personal generators allowed)

Late Fee: \$50 (If postmarked after May 31, 2024)

Total Amount Due: _____

I will be paying by: * Check Debit/Credit Card Cash

Additional Service Fee of 2.65% +\$025 per transaction

Please make checks out to "City Treasurer" and mail the registration form and payment to Cheyenne Aquatics Center, 931 Martin Esquibel Drive, Cheyenne, WY 82001. If paying by credit card, you may email a completed registration form to kmyers@cheyennecity.org. We will call the number you provided to take credit card information over the phone. Do not include credit card information on this form.

Vendor Booth location will be determined in the order in which registrations and payments are received.

For Office Use Only:

Registration Received on: _____

Payment Received: Amount _____ Check #: _____ CC Date Received: _____

Booth # Assigned: _____ Date Event Packet Sent Out: _____



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Specialty landscapes
& solar greenhouse

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Village at the
Kids' park with
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Lions Park Beach house

Lions Park Softball F

Lions Park
Picnic Shelter

Lions Park

Lion Park
House

GENERATOR

NEW GARAGE

HF SINGLE AIR

CITY ENTRIES

- 14 15 16 17 18 19 20
- 13 12 11 10 9 8
- 25 24 23 22 21
- 26 27 28 29 30
- 7 6 5 4 3 2 1

- 122 121 120 119 118 117 116 115 114 113 112 105 106 107 108 109 100 99 98 97 96 95
- 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137
- 140 141 142 143 144 145 146 147 148 149
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- CANDIDATE ROW