



Superday 2019 Vendor Registrations
Urban Forestry Division
2101 O'Neil Avenue
Cheyenne, WY 82001
JHardy@CheyenneCity.org
307-637-6428

Dear Community Supporter,

The City of Cheyenne Community Recreation and Events and our Superday 2019 Presenting Sponsor HollyFrontier invite you to participate in the 37th Annual Superday as a Food Court Vendor.

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. Last year's event was very successful with over 20,000 visitors.

Superday 2019 will be held in Lions Park on Saturday, June 22, 2019 from 10:00 a.m. to 4:00 p.m. We are excited to let the community know the event will be hosted on the north end of Lions Park to highlight the Amphitheatre, Kiwanis Community House, and the Aquatics Center. The event will showcase some wonderful entertainment, demonstrations, displays, family activities, and, of course, our amazing exhibition of food and beverage vendors.

Registration, sponsorship, and details are included in this packet. Please join us in the celebration by being a part of the Superday 2019 Food Court.

We look forward to seeing you on June 22, 2019.
Sincerely,

Mark Ellison, Superday 2019 Food Court Vendor Chair
Cheyenne Community Recreation and Events

Superday 2019 Food Vendor Guidelines

1. Set-up is Friday, June 21 from 3:00 - 6:00 p.m. and Saturday, June 22 from 6:00 - 8:00 a.m.
2. There will be limited security throughout the park to watch your trailer. The City of Cheyenne will not be responsible for vandalism or theft.
3. Parking for one vehicle is permitted in the exhibitor's parking, or in Parking Lot C with a pass. Vehicles must be moved from the Food Vendor Court by 8:00 a.m. or your vehicle is subject to be towed at vendor's expense.
4. Set-up must be completed by 8:00 a.m. on Saturday, June 22, 2019 for final inspection of your food stand by the Cheyenne-Laramie County Environmental Health Office. If you do not pass your inspection by 9:30 a.m. on Superday 2019, you will be asked to leave the park. Permits will be issued at the time of inspection. Once the permit is obtained and the fire inspection is completed, your food stand can be open for business.
5. All Food Court Vendors have the right to sell any type of non-alcoholic drink. **There is no exclusive drink sponsor for Superday 2019. You must bring your own drink to sell.**
6. For the safety of all, all vendors must remain at the park until 4:30 p.m. Vehicle exiting will begin at 4:30 p.m. Please be patient and safe, as this is a busy time.
7. A City of Cheyenne Business License is required for each food vendor. It is your responsibility to be sure your license is current.
8. If you do not have a Food Service Permit, you are responsible for getting a Temporary Food Services Permit. Complete the application and submit to Cheyenne-Laramie County Environmental Health Department, 100 Central Avenue, Cheyenne, WY 82007. If you are serving food that is potentially hazardous due to temperature restrictions (hot or cold temperature requirements), you will be required to pay \$25.00 (this fee is no longer waived for non-profit groups serving potentially hazardous foods). Packets may be found at https://www.laramiecounty.com/_departments/health/_pdfs/forms/food_service/temppermitpacket.pdf
9. Food Vendors are required to pay sales tax directly to the Wyoming Department of Revenue. For information, call the Department of Revenue at (307) 777-7961.
10. All vendors will need to provide their own tables, chairs, canopy, etc. There is little shade in the park; prepare accordingly.
11. No utilities such as electricity or water will be provided. The food stand must be self-contained. "Per Fire Code #2404.19 Generator and other internal combustion power sources shall be separated from tents, canopies or other membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means." Generator noise can be no greater than 80 dB.
12. In order for us to avoid replicating food offerings, vendors will be chosen based on first applications and food type. Required registration application, fees and licensing documents must be received before reservations are made. There may be some replication; but we will try our best to have a diverse selection for our consumers.
13. No refunds will be offered.
14. When registration is accepted, applicants will be sent a Food Court Vendor Packet (map, truck space, etc.) to the address on the application.

Superday 2019 will be held if rain occurs but will be cancelled due to extreme weather conditions. Due to the incredible amount of planning and participation of numerous volunteers, there is no reschedule date.

Superday 2019 Food Vendor Registration Form

Please print and complete all lines.
To avoid late fees, postmark by April 19, 2019.

Business Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

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

Food Vendor Truck:

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

Dimensions of Truck: _____ # of people working in it: _____

1 additional parking pass will be offered for unloading vehicles. Pass will be provided at Food Court on day of event before 8:00 a.m.

List of Items to be sold (If you deviate from your list, you will not be allowed to participate in Superday 2019):

Food Truck Registration

Truck: \$200

Include Copy of Business License

Additional Charges:

Late Fee: \$50
If postmarked after April 19, 2019.

Sponsorships (See attached sponsorship recognition details)

Platinum Level: \$2,500+

Gold Level: \$1,000+

Silver Level: \$500+

Bronze Level: \$300+

Tour de Prairie: \$500+

5k Fun Run: \$500+

Total amount due: _____

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

Please make checks out to "City Treasurer" and mail the registration form and payment to Urban Forestry Division, 2101 O'Neil Avenue, Cheyenne, WY 82001. If paying by credit card, you may email a completed registration form to JHardy@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.

For Office Use Only:

Registration Received on: _____

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

Booth # Assigned: _____ Date Event Packet sent out: _____