



Superday 2019 Vendor Registrations
931 Martin Esquibel Street
Cheyenne, WY 82001
DVapenik@CheyenneCity.org
307-637-6455

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. 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 Amphitheater, Kiwanis Community House, and the Cheyenne Aquatics Center. The event will showcase wonderful entertainment, demonstrations, displays, family activities, and our amazing exhibition of vendors.

To support the Botanic Gardens Foundation, Cheyenne Civic Center Foundation and Rooted in Cheyenne, we are inviting all vendors to donate one item we can place in the raffle silent auction. Please provide an attached description, value, and vendor information to market your item. This will bring additional recognition to your business. All proceeds will go back to the community by supporting these great causes.

Registration, sponsorship, and details are included in this packet. Please join us in the celebration by being a part of the vendor exhibit.

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

Sincerely,

Desiree Vapenik, Superday 2019 Vendor Chair
Cheyenne Community Recreation and Events

Superday 2019 Vendor Guidelines

1. Set up and unloading of vehicles is 6:30 a.m. – 9:15 a.m. Vehicles must be moved to vendor parking area by 9:00 a.m. or your car is subject to be towed at vendor's expense.
2. Only one parking pass is provided to each vendor.
3. The Parking Pass must be visible on driver's side front window.
4. Vendor trailers will be parked on the south end of Frontier Park.
5. For the safety of all, vendors must remain at the park until 4:00 p.m. Vehicle exiting will begin at 4:15 p.m. Please be patient and safe as this is a busy time.
6. Selling of food products is prohibited.
7. Only pre-packaged food products may be given away upon approval of Vendor Chair.
8. If vendor is offering samples or giving away food/beverage items, you must contact the Cheyenne-Laramie County Health Department and the Cheyenne City Clerk for temporary permits. Permits must be displayed at booth in a visible location.
9. All vendors will need to provide their own tables, chairs, canopy, extension cords, etc. There is very little shade; please prepare accordingly.
10. No utilities such as electricity or water will be provided unless you have paid for a generator booth.
11. If helium/CO₂ is on site, the unit must be secured with chain and staked upon approval by the Vendor Chair.
12. No personal generators are allowed. If you require a generator, please indicate on registration form.
13. To protect our irrigation lines, permission to place stakes into the ground must be approved by Vendor Chair.
14. Payment must be received before registration will be accepted and booth space reserved.
15. No refunds will be offered.

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.

Upon receipt of payments 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 Superday 2019.

If you have questions, please don't hesitate to call or email me.



Desiree Vapenik, Superday 2019 Vendor Chair
(307) 637-6456 or email dvapenik@cheyennecity.org



Superday 2019 Vendor Registration Form

Please print and complete all lines on both pages.
To avoid late fees, postmark by April 30, 2019.

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 #: _____

Please indicate quantity and type of Vendor Booth below (all booth spaces are 15x15' except for Large Commercial:

- Non-Profit:** \$80
Non-Profit Tax ID#:
- Homemade Arts & Crafts:** \$100
- Small Business:** \$120
- Direct Sales:** \$140
i.e. Scentsy, Tupperware, Pampered Chef, etc.
- Commercial:** \$160
i.e. Fitness Center, Wireless Co., etc.
- Large Commercial 30x30':** \$500
i.e. motorized vehicle displays or Sponsorships.

Additional Charges:

- Generator:** \$40
*No outside generators allowed.
Booth will be positioned near generator.*
- Late Fee:** \$50
If postmarked after April 30, 2019.

Sponsorships (See attached sponsorship recognition details)

- Platinum Level:** \$2,500+
- Gold Level:** \$1,000+
- Silver Level:** \$500+
- Bronze Level:** \$250+
- 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 Cheyenne Aquatics Center, 931 Martin Esquibel Drive, Cheyenne, WY 82001. If paying by credit card, you may email a completed registration form to dvapenik@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.

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Please print and complete all lines on both pages.

To avoid late fees, please have postmarked by April 30, 2019

Will you sell products? Yes No

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

Will you give away pre-packaged food/beverage products? Yes No

(Vendor must have valid permits from Laramie County Health Department & City of Cheyenne Clerk's Office)

If so, provide the name of the pre-packaged food/beverage:

Will you need to stake into the ground? *Must be approved by Vendor Chair.* Yes No

Describe vendor booth activity, sales, promotions, giveaways:

For Office Use Only:

Registration Received on: _____

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

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