



Superday 2022 Vendor Registration
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 2022 presenting sponsor, HollyFrontier, invite you to participate in the 40th 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 2022 will take place on Saturday, June 25th at the south end of Lions Park. Vendor locations will be along Lions Park Drive and other locations in south Lions Park. This will offer more spacing to stay in compliance with Health Guidelines.

Because this is a change to what has been previously offered at Superday, we know you might have some questions! Please feel free to reach out to me for help. 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 25th, 2022.

Kyle Myers

Kyle Myers, Superday 2022 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. ”

Superday 2022 Vendor Guidelines

1. Set up and unloading of vehicles is 6:30 a.m. – 9:00 a.m. Saturday, June 25. 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 may be parked in Frontier Parking Lot B.
5. For the safety of all, vendors may not begin to tear down their Vendor Show booth until 4:00 p.m.
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 are required to bring their own chairs and tables.
10. Electricity is available, but an extra charge will incur and must be added to the registration form.
11. Helium/CO₂ tanks must be pre-approved by Vendor Chair. An additional set of regulations will be sent out in your event packet.
12. No personal generators are allowed.
13. Payment must be received before registration will be accepted and booth space reserved.
14. No refunds will be offered.

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 2022 Vendor Show.
If you have questions, please don't hesitate to call or email me.

Contact Information:

Kyle Myers, Superday 2022 Vendor Chair

Office Phone: (307) 637-6456

Email: Kmyers@CheyenneCity.org



Superday 2022 Vendor Registration Form

Please print and complete all lines on both pages.
To avoid late fees, postmark by May 3, 2022.

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 #: _____

VENDOR BOOTH INFORMATION

Will you sell products? Yes No

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

SUPERDAY SPONSOR

Are you a sponsor for Superday 2022? Yes No

Have you acted as a sponsor or vendor
for Superday in previous years? Yes No

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 name of the pre-packaged food/beverage:

Describe vendor booth activity, sales, promotions, giveaways:

VENDOR BOOTH FEES

**15x15' Space - Nonprofit, Crafts, Small Business, or
Direct Sales: \$100**

15'x15' Space - Commercial Business: \$160

Electricity: \$40
No generators allowed.

Late Fee: \$50
If postmarked after May 3, 2022.

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 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.**

For Office Use Only:

Registration Received on: _____

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

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