



Superday 2023 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 2023 presenting sponsor, HF Sinclair, invite you to participate in the 41st 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 2023 will take place on Saturday, June 24th 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 being a part of the vendor exhibit. We look forward to seeing you on June 24, 2023.

Sincerely,

*Kyle Myers*

Kyle Myers, Superday 2023 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 2023 Vendor Guidelines

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1. Set up and unloading of vehicles is 6:30 a.m. – 9:00 a.m. Saturday, June 24. Vehicles must be moved to vendor parking area by 9:00 a.m. sharp 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/CO<sub>2</sub> 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 2023 Vendor Show.  
If you have questions, please don't hesitate to call or email me.

#### Contact Information:

Kyle Myers, Superday 2023 Vendor  
Chair Office Phone: (307) 637-6456  
Email: [kmyers@cheyennecity.org](mailto:kmyers@cheyennecity.org)



# Superday 2023 Vendor Registration Form

Please print and complete all lines on both pages.  
To avoid late fees, postmark by May 31, 2023.

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

### SUPERDAY SPONSOR

|  |     |    |   |     |    |
|--|-----|----|---|-----|----|
| Will you sell products?                | Yes | No | Are you a sponsor for Superday 2023?                                  | Yes | No |
| If so, provide the type of product(s): |     |    | 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 31, 2023.

Total amount due: \_\_\_\_\_

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

Additional service fee of 2.65%+\$0.25 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](mailto: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: \_\_\_\_\_