



## Superday 2023 Food Vendor Registration

Urban Forestry Division  
520 W. 8th Ave.  
Cheyenne, WY 82001  
mobrien@cheyennecity.org  
307-637-6428

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 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.

Superday 2023 will be held in South Lions Park on Saturday, June 24, 2023 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 south end of Lions Park to highlight the Botanic Gardens, Urban Forestry, and space for sports activities. The event will showcase some entertainment, demonstrations, recreation activities, family sports, 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 2023 Food Court. We look forward to seeing you on June 24, 2023 .

Sincerely,

**Molly O'Brien**

Molly O'Brien, Superday 2023 Food Court Vendor Chair  
Cheyenne Community Recreation & 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 Food Vendor Guidelines

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1. Set-up is Friday, June 23 from 3:00 - 6:00 p.m. and Saturday, June 24 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. 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. 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.laramiecountywy.gov/\\_departments/health/\\_pdfs/2021/Temporary%20Food%20Packet%202021.pdf](https://www.laramiecountywy.gov/_departments/health/_pdfs/2021/Temporary%20Food%20Packet%202021.pdf).
5. Set-up must be completed by 8:00 a.m. on Saturday, June 24, 2023 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 2023, you will be asked to leave the park. The permit 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.
6. All Food Court Vendors have the right to sell any type of non-alcoholic drink. **You must bring your own drinks to sell.**
7. 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.
8. A City of Cheyenne Business License is required for each food vendor. It is your responsibility to be sure your license is current.
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 2023 will be held if rain occurs but will be canceled due to extreme weather conditions. Due to the incredible amount of planning and participation of numerous volunteers, there is no reschedule date.

# Superday 2023 Food Vendor Registration Form

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

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: \_\_\_\_\_

One 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).

Which side of your vehicle/trailer will you serve from? \_\_\_\_\_

## Food Truck Registration

Truck: \$200

Include Copy of Business License

## Additional Charges:

Late Fee: \$50  
If postmarked after May 31, 2023.

Sponsorships (See attached sponsorship recognition details)

Platinum Level: \$2,500+

Gold Level: \$1,000+

Silver Level: \$500+

Tour de Prairie: \$500+

5k Fun Run: \$500+

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 Urban Forestry Division, 2101 O'Neil Avenue, Cheyenne, WY 82001. If paying by credit card, you may email a completed registration form to [mobrien@cheyennecity.org](mailto:mobrien@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: \_\_\_\_\_