



Superday 2025 Food Vendor Registration

Urban Forestry Division

520 W. 8th Ave.

Cheyenne, WY 82001

mobrien@cheyennecity.org and

jsuntrup@cheyennecity.org

307-637-6428

Dear Community Supporter,

The City of Cheyenne Community Recreation and Events Department, presenting sponsor of Superday 2025, invites you to participate in the 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 2025 will take place on Saturday, June 28, at the south end of Lions Park. Food 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 Superday 2025 Food Court. We look forward to seeing you on June 28, 2025.

If you are interested, please complete the registration form and return it by Monday, April 21, 2025. We will carefully select participants for Superday as food vendors and notify you by May 2, 2025 regarding your participation. All payments are due by June 2, 2025. Thank you and we are excited for Superday!

Sincerely,

Molly O'Brien & Jackie Suntrup

“ 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. ”

Molly O'Brien & Jackie Suntrup, Superday 2025 Vendor Chairs
Cheyenne Community Recreation and Events

Superday 2025



Food Vendor Guidelines

1. Selling food requires proper licensing from both the Cheyenne-Laramie County Health Department and the Cheyenne City Clerk's Office. Ensuring that your license is up-to-date is your responsibility.
2. Food Vendors must obtain a Temporary Food Service Permit with the Cheyenne Laramie County Environment Health Department. You can find the application for the permit here. https://www.laramiecountywy.gov/_departments/health/_pdfs/2021/Temporary%20Food%20Packet%202021.pdf
3. A City of Cheyenne Business License is mandatory for each food vendor to pay sales tax directly to the Wyoming Department of Revenue.
4. The City of Cheyenne Community Recreation and Events will provide one (1) parking pass per Food Vendor to park in the assigned spots in the vendor parking lot.
5. Set-up is scheduled for Friday, June 27, from 3:00 to 6:00 pm and Saturday, June 28, from 6:00 to 8:00 am.
6. Limited security will be present throughout the park to monitor trailers. However, the City of Cheyenne is not liable for vandalism or theft.
7. Exhibitors are allowed to park one vehicle in the designated parking area. Vehicles in the Food Vendor Court must be relocated by 8:00 am or may be towed at the vendor's expense.
8. Set-up must be completed by 8:00 am for a final inspection by the Cheyenne-Laramie County Environmental Health Office. Failure to pass inspection by 9:30 am on Superday 2025 will result in eviction. Permits will be issued at the time of inspection.
9. No utilities such as electricity or water will be provided; vendors must be self-contained. Compliance with 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 decibels.
10. Vendors are responsible for bringing their own tables, chairs, and canopies if desired. Canopies must be weighted down to prevent accidents; staking them down is not allowed.
11. Food Court Vendors may sell any non-alcoholic drinks but must provide their own beverages.
12. All vendors must remain in the park until 4:30 pm, with vehicle exits starting at 4:30 pm
13. Vendors will be carefully selected based on truck or trailer size, variety of food and completeness of the application. Required registration materials, fees, and licensing documents must be received before June 2, 2025.
14. Once selected, payment must be received by June 2, 2025. Accepted applicants will receive a Food Court Vendor Packet, including a map and truck space details.
15. The Fire Department, Vendor Chair and Superday Chair have the final say on decisions.
16. The City of Cheyenne will enforce all venue policies and mandates for everyone's safety. Non-compliance may lead to revocation of your participation.
17. No refunds will be offered.
18. Superday is set to proceed in the event of rain; however, it will be canceled in the case of extreme weather conditions. Given the extensive planning and the dedicated participation of numerous volunteers, please note that there is no rescheduled date.



Superday 2025 Food Vendor Application Form

Complete and return form to Molly O'Brien and Jackie Suntrup
or email mobrien@cheyennecity.org and
jsuntrup@cheyennecity.org by April 21, 2025

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 #: * _____

Event Information

Event Name: Superday 2025

Participation Start Date: June 28, 2025

Set Up Time: June 27, from 3:00 to 6:00 pm or
June 28, from 6:00 to 8:00 am

Event Location/Address:

South Lions Park

710 S. Lions Park Drive. Cheyenne, WY 82001

Event Time: 10:00 am-4:00 pm

Application Submissions

Submit application on-site or via email.

Email: Molly O'Brien

mobrien@cheyennecity.org

On-site:

Cheyenne Urban Forestry

520 W 8th Ave, Cheyenne, WY 82001

PLEASE RETURN YOUR COMPLETED APPLICATION BY, April 22, 2025.

Proposed Food Menu

Bestselling Food Items (Top 3):

Brief Description of Your Cuisine:



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jsuntrup@cheyennecity.org by April 21, 2025

Set-Up

Type of Set-Up (Check One):* Truck Trailer Cart Tent Other: _____

What side of your vehicle you serve out of?* Left Side Right Side

(When looking out of the vehicle from the driver's seat)

Size of Truck or Trailer Set-Up:* _____

What serving capacity do you estimate for your role as a food vendor?* _____

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

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

Food Vendors must stay in their assigned spots for the entire event. Food Vendors need to be self-sufficient, bringing all necessary supplies and a quiet generator for electricity.

VENDOR BOOTH FEES

One Space - Food Vendor Truck: \$250

Include a Copy of Business License

Note: Please return registration by Monday, April 21, 2025. Late registrations will not be accepted. We will carefully select participants for Superday as food vendors and notify you by May 2, 2025, regarding your participation. All payments are due by June 2, 2025.

Please wait to send payment until you're confirmed as a Superday Food Vendor!

Total Amount Due: _____

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

Additional Service Fee of 2.65% +\$025 per transaction

Please make checks out to "City Treasurer" and mail the payment to Kiwanis Community House, 4603 Lions Park Dr, Cheyenne, WY 82001. If paying by credit card, you may email a completed registration form to 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.

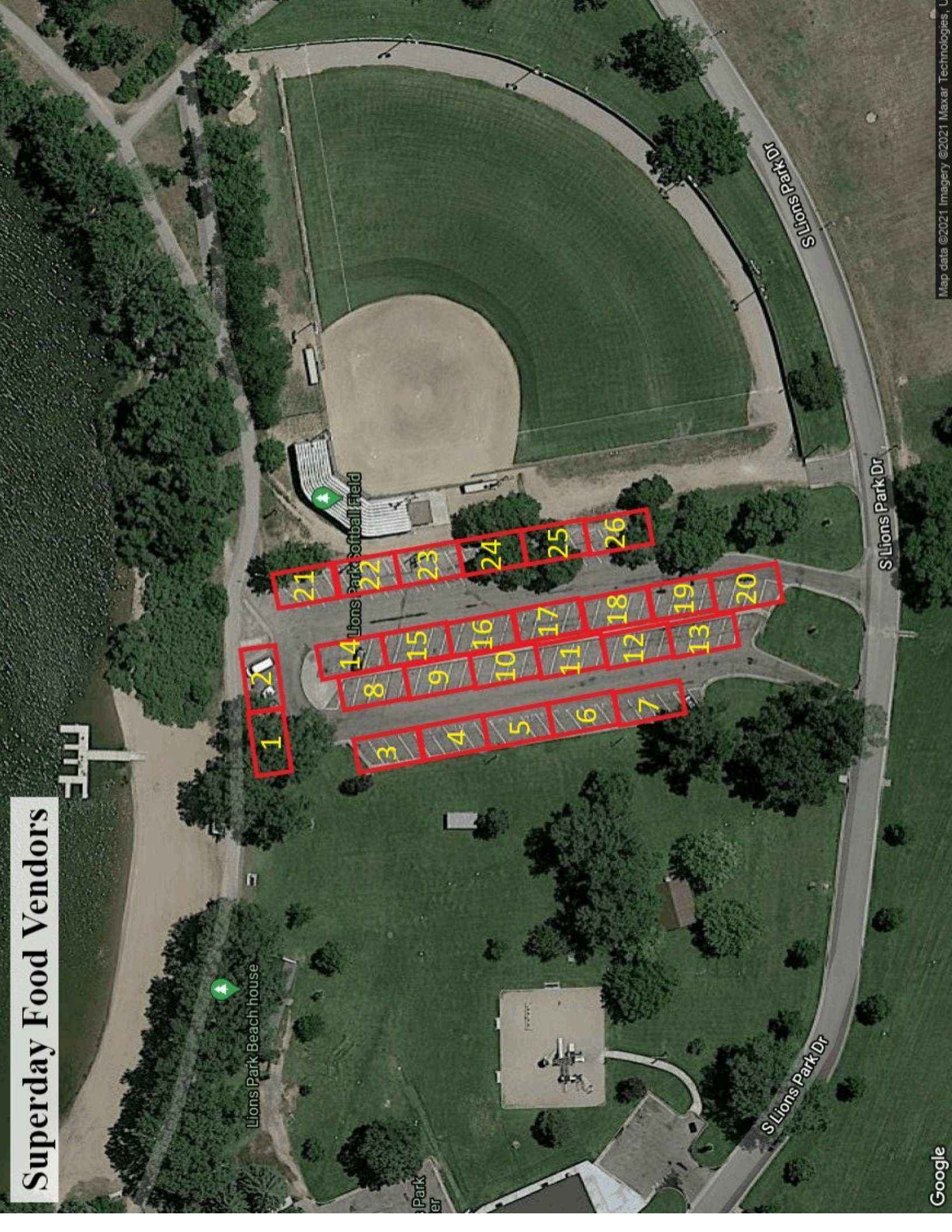
For Office Use Only:

Registration Received on: _____

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

Booth # Assigned: _____ Date Event Packet Sent Out: _____

Superday Food Vendors



Lions Park Beach house

Lions Park Softball Field

S Lions Park Dr

S Lions Park Dr

S Lions Park Dr