



Superday 2025 Vendor Registration

Cheyenne Aquatic Center
931 Martin Esquibel Street
Cheyenne, WY 82001

superday@cheyennecity.org
(307)-823-3406

Dear Community Supporter,

The City of Cheyenne Community Recreation and Events Department invite 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. Vendor locations will be along Lions Park Drive and other locations in South Lions Park.

Please join us in the celebration by participating in the vendor exhibit. We look forward to seeing you on June 28, 2025.

Sincerely,

Ignacio Vigil, Superday 2025 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.

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Superday 2025

Vendor Guidelines

1. Payment must be received before your registration is accepted and booth space reserved.
2. Bring your own tables, chairs, and canopy if you want one.
3. If you set up a canopy, make sure it's weighted down to prevent accidents. Do not stake down your canopy.
4. There is no water or electrical hookups unless you've prepaid for a vendor booth with a generator or water hookup.
5. Personal generators are not allowed.
6. Selling food requires proper licensing from the Cheyenne-Laramie County Health Department and the Cheyenne City Clerk's Office.
7. Contact Cheyenne-Laramie County Health Department and the Cheyenne City Clerk's Office for food permits if you're offering samples or free food or beverage items, and display the permits visibly at your booth.
8. Helium/CO2 tanks need approval from the Vendor Chair, and additional regulations will be sent in your event packet.
9. Set up and unload your vehicles between 6:30am – 9:00 am on Saturday, June 28. Move your vehicle to the vendor parking area by 9:00 am to avoid towing at your expense.
10. You'll get one parking pass for your vendor vehicle, so display it on the driver's side front window.
11. Vendor trailers can be parked in Frontier Parking Lot B.
12. Wait until 4:00 pm to start tearing down your booth for everyone's safety.
13. The Fire Department, Vendor Chair and Superday Chair have the final say on decisions.
14. No refunds will be offered.
15. Superday 2025 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.

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 2025 Vendor Show.
If you have questions, please don't hesitate to call or email me.

Contact Information:

Ignacio Vigil, Superday 2025 Vendor Chair

Phone: (307)-823-3406

Email: superday@cheyennecity.org





Superday 2025 Vendor Application Form

Complete and return form to Ignacio Vigil or email
superday@cheyennecity.org by May 30, 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 28, from 6:30am-9:30 am

Event Location/Address:
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: Ignacio Vigil
superday@cheyennecity.org

On-site:

Cheyenne Aquatic Center
931 Martin Esquibel Street Cheyenne, WY 82001

PLEASE RETURN YOUR COMPLETED APPLICATION BY, May 30, 2025.

VENDOR BOOTH INFORMATION

Will you sell products?* ☐ Yes ☐ No

Will you be selling or giving away food?* ☐ Yes ☐ No

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

Describe vendor both activity, sale, promotions, giveaways:*



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superday@cheyennecity.org by May 30, 2025

VENDOR BOOTH FEES

- ☐ 15x15' Space - Vendor Booth for City of Cheyenne Agency: Fee Waived
- ☐ 15x15' Space - Vendor Booth for Superday Sponsors: Fee Waived
- ☐ 15x15' Space - Vendor Booth Approved by Superday Chair: Fee Waived
- ☐ 15x15' Space - Vendor Booth for Non-Profit Organization: \$150
- ☐ 15x15' Space - Vendor Booth for Crafts, Small Business, or Direct Sales: \$150
- ☐ 15x15' Space - Vendor Booth Commercial Business: \$225
- ☐ Electricity: \$50 (*No personal generators allowed*)
- ☐ Late Fee: \$50 (*If postmarked after May 30, 2025*)

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 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 superday@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.

Vendor Booth location will be determined in the order in which registrations and payments are received.

For Office Use Only:

Registration Received on: _____
Payment Received: Amount _____ Check #: _____ CC Date Received: _____
Booth # Assigned: _____ Date Event Packet Sent Out: _____



Cheyenne

Botanic Gardens
Specialty landscapes
& solar greenhouse

Paul Smith Children's
Village at the...
Kids' park with
interactive features

Lions Park Beach house

Park Softball Field

Lions Park
Picnic Shelter

Carey Ave
Carey Ave

S Lions Park Dr

S Lions Park Dr

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