



2024 CHISPA Festival Vendor Application Saturday, September 7, 2024

APPLICATION SUBMISSION IS DUE BY July 31, 2024

***You must be set-up by 10:00 am and stay until the festival is over at 8:00 pm.**

There will be no overnight security. *NO EXCEPTIONS*

(If more time is needed to set-up, please make arrangements prior to set-up.)

*Vendor Check-in/Set-up	9 am to 10 am
Event Times	11 am to 8 pm
Tear-down	8 pm to 9 pm

☐ Non-Profit Fee: \$50 for 10'x10' space

☐ Retail Rental Fee: \$100 for 10'x10' space

☐ Food/Trailer Fee: \$150 for space, please coordinate space size with the Events Coordinator.

Payment Due when Application is submitted *NO RAIN DATES

We Accept: check, money order, certified check or cash.

Please make checks payable to CHISPA and mail to:

CHISPA – Cheyenne Hispanic Festival

First Education FCU

Attn: Jaclyn Ortiz

120 W Carlson St

Cheyenne, WY 82009

Or contact a committee member for pick-up

Please call Jessica Fernandez-Medina with any questions at (307) 275-4235

Or email to: cheyennehispanicfestival307@gmail.com

To remain competitive in the events market we strive to provide a balanced, unique and quality event for the general public. Selection of vendors is at the discretion of the CHISPA Committee.

MISSION: To promote, educate, and celebrate the Hispanic Culture through community involvement and enriching events.



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Vendor Requirements:

1. Application submission is due by July 31, 2024.
2. Each outdoor vendor booth is required to provide their own tent and tent weights. Each corner needs to be properly and securely weighted down with sand or concrete. The Cheyenne Hispanic Festival is NOT responsible for any damage due to weather or improperly weighted tents.
3. Participants will setup and maintain booths with their own equipment and materials including tables, chairs, tents, etc.
4. Participants **must remain for the entire length of the event**, unless deemed an emergency. Early departure will result in forfeiture of future event consideration.
5. Vendor displays must be within the marked boundaries to facilitate foot traffic through the show. All fire codes and regulations must be followed.
6. It is the sole responsibility of each vendor to collect the required sales tax during the event. Each vendor is responsible for reporting sales tax to the State of Wyoming. Contact the Wyoming Dept. of Revenue at 307-777-5211. This is not a duty of the CHISPA Festival or any of its affiliates to collect.
7. Retail and food vendors are expected to provide their own insurance. Selling food requires proper licensing from the Cheyenne-Laramie County Health Department and the Cheyenne City Clerk's Office.
8. There will be a vendor meeting 2 weeks prior to the event to go over rules and plan location. **THIS MEETING IS MANDATORY!** A map will be provided to you the week of the event via email.

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First & Last Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Email address _____ Web/FB Address _____

Home Phone _____ Cell Phone _____

Vehicle License # _____ Trailer Size _____

Description of art, craft, items or food to be displayed or for sale:

Number of Spaces: _____ Power Requirements (Amps) _____ all food vendors are required to provide their own generator.

Checklist:

- Please email photos, menus, logos or social media link so that we can use for marketing to email below.
- Retail Vendors please attach a copy of the following licenses:
 - Proof of Retail Permit from the City of Cheyenne Clerks office (307-637-6329)
- Food Vendors please make sure you obtain the following licenses:
 - City of Cheyenne Push Cart/Food Stand Permit (Copy must be displayed day of event)
 - Laramie County Health Department Food Permit (Copy must be displayed day of event)
 - Proof of Insurance to the City Clerk's office.

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As a participant of the 2024 CHISPA Cheyenne Hispanic Festival, I fully agree to the following:

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the CHISPA Festival. Furthermore, I understand that I must provide my own liability insurance. I agree to waive and relinquish all claims I may have against CHISPA Festival, the City of Cheyenne, and all associated sponsors of the event and agents thereof from any and all claims other parties may have resulting from injuries, damage, or loss caused by, arising out of, connected with, or in any way associated with the activities of the event. I acknowledge that I may not be permitted to exhibit specific items I submit. I understand that all photos, slides, and other materials I submit will become the property of CHISPA Festival; I agree to pay all the necessary fees set forth in this application. I understand that my credit card will be run and/or checks will be deposited upon application arrival. Absolutely no refunds will be considered after August 31, 2023.

I agree that I or a booth representative will be present for the day of the CHISPA Festival: Saturday, September 7, 2024. I agree that if I have not arrived and set up by 10:00am on September 7th, or if I leave the festival early except for extenuating circumstances/emergency for which I may be asked to provide verification, I forfeit my booth space and all fees. I agree that all demonstrations and exhibits may be photographed for publicity purposes. I understand and will abide by the rules of this application.

Applicant Signature (Organized Representative Signature)

Date

Printed Name (Organized Representative Signature)

Date

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