



CHEYENNE HISPANICS IMPROVING STRENGTHENING POWERFUL ALLIANCES

CHISPA Festival 2025

Food Vendor Application

Complete and return form to Food Vendor Chair or email cheyennehispanicfestival307@gmail.com by Aug 15, 2025

Dear Community Supporter,

We are excited to invite you to participate in a special occasion: the 15th anniversary of the Cheyenne Hispanic Festival, now proudly known as The CHISPA Festival!

The CHISPA Festival is an annual celebration of Hispanic and Latino culture and heritage in Cheyenne, Wyoming. This event features a variety of activities, including live music, dance performances, food vendors, cultural displays, and family-friendly events. It is a significant community gathering that brings people from all backgrounds together to appreciate and learn about Latino and Hispanic traditions, food, and arts. The festival promotes cultural awareness and unity.

This year's festival will take place on Saturday, September 6, 2025, at The Depot Plaza. We are planning our biggest celebration yet to honor 15 incredible years of sharing culture, tradition, and community spirit.

As a valued food vendor, you will have the opportunity to:

- Serve your delicious cuisine to a diverse audience
- Be part of a beloved community tradition that continues to grow each year
- Celebrate and highlight Hispanic heritage through the universal language of food

Whether you're offering traditional favorites or unique culinary creations, your participation will add flavor and excitement to the event.

If you are interested in joining us, please complete the food vendor application. Vendor spaces are limited, so we encourage early registration to secure your spot.

Thank you for your continued support. We look forward to celebrating 15 amazing years of culture, food, and unity with you at The CHISPA Festival 2025!

CHISPA Festival 2025 Food Vendor Chair
cheyennehispanicfestival307@gmail.com
307-275-4235



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Food Vendor Guidelines

Complete and return form to Food Vendor Chair or email cheyennehispanicfestival307@gmail.com by Aug 15, 2025

1. Selling food requires proper licensing from 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 permit application [here](https://www.laramiecountyny.gov/_departments/health/_pdfs/2021/Temporary%20Food%20Packet%202021.pdf). https://www.laramiecountyny.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. Set up and unload your vehicles between 8:00 am and 10:00 am on Saturday, Sept 6. Move your vehicle to the vendor parking area by 10:00 am to avoid towing at your expense.
5. Food Vendors are allowed to park one vehicle in the designated parking area.
6. CHISPA is not liable for vandalism or theft.
7. 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.
8. 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 prohibited.
9. Food Vendors may sell any non-alcoholic drinks but must provide their own beverages.
10. Wait until 8:00 pm to start tearing down your area for everyone's safety.
11. Vendors will be carefully selected based on truck or trailer size, food variety, and the application's completeness. Registration materials, fees, and licensing documents must be received before Aug 15, 2025.
12. The Fire Department, Food Vendor Chair, and CHISPA Festival Chair have the final say on decisions.
13. CHISPA will enforce all venue policies and mandates for everyone's safety, but non-compliance may lead to revocation of your participation.
14. No refunds will be offered.
15. CHISPA Festival 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.
16. Before the event, a mandatory vendor meeting will be held to review rules and booth placement. A map will be provided during the week leading up to the festival.



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cheyennehispanicfestival307@gmail.com by Aug 15, 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: CHISPA Festival 2025
Participation Start Date: Sept 6, 2025
Set Up Time: 8:00am-10:00 am

Event Location/Address:
1 Depot Square Capitol &, W 15th St. Cheyenne, WY 82007
Event Time: 11:00 am-8:00 pm

Application Submissions

Submit application on-site or via email.
Email: CHISPA Festival Vendor Chair
cheyennehispanicfestival307@gmail.com

On-site:
First Education FCU Attn: Jaclyn Ortiz
120 W Carlson St. Cheyenne, WY 82009

PLEASE RETURN YOUR COMPLETED APPLICATION BY, Aug 15, 2025.

Proposed Food Menu

Bestselling Food Items (Top 3):

Brief Description of Your Cuisine:



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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?* _____

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.

FOOD VENDOR FEE

☐ One Space - Food Vendor Truck: \$200

☐ Include a Copy of Business License

Note: All payments are due by Aug 15, 2025.

Total Amount Due: _____

I will be paying by: * ☐ Check ☐ Cash ☐ CHISPA Website

Please make checks payable to CHISPA and mail to:

CHISPA – CHISPA Festival

First Education FCU Attn: Jaclyn Ortiz 120 W Carlson St Cheyenne, WY 82009

Or contact a committee member for pick-up

Food Vendor locations will be determined in the order in which registrations and payments are received.



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As a participant of the 2025 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, 2025.

I agree that I or a representative will be present on the day of the CHISPA Festival: Saturday, September 6, 2025. I agree that if I have not arrived and set up by 10:00 am on September 6th, or if I leave the festival early, except in extenuating circumstances or an emergency for which I may be asked to provide verification, I forfeit my space and all associated 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

We appreciate your participation in the CHISPA Festival 2025!