



CHEYENNE HISPANICS IMPROVING STRENGTHENING POWERFUL ALLIANCES

## CHISPA Festival 2025

# Vendor Application

Complete and return form to 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, 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 Hispanic and Latino 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 vendor, you will have the opportunity to:

- Showcase your products or services to a diverse crowd
- Be part of a cherished community tradition that continues to grow
- Celebrate and uplift Hispanic and Latino heritage in a fun and festive environment

Whether you are a vendor, artisan, non-profit organization, or business, your participation will enrich the event and help make this anniversary unforgettable.

If you are interested in joining us, please complete the 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 Vendor Chair  
cheyennehispanicfestival307@gmail.com  
307-275-4235



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# CHISPA Festival 2025

## Vendor Guidelines

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

1. Payment must be received before your registration is accepted and the booth space is 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 are no water or electrical hookups.
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 the 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.
9. Set up and unload your vehicles between 8:00 am and 10:00 am on Saturday, Sept 6th. Move your vehicle to the vendor parking area by 10:00 am to avoid towing at your expense.
10. Wait until 8:00 pm to start tearing down your booth for everyone's safety.
11. The Fire Department, Vendor Chair, and CHISPA Festival Chair have the final say on decisions.
12. No refunds will be offered.
13. 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.
14. 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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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.**

## 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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## VENDOR BOOTH FEES

- ☐ 10x10' Space - Vendor Booth Approved by CHISPA Festival Chair: Fee Waived
- ☐ 10x10' Space - Vendor Booth for Non-Profit Organization: \$50
- ☐ 10x10' Space - Vendor Booth for Crafts, Small Business, or Direct Sales: \$100
- ☐ 10x10' Space - Vendor Booth Commercial Business: \$150

**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

## cCHECKLIST

- Please email photos, menus, logos, or a link to your social media pages to the email address below for use in event marketing.
- Attach a copy of the following license with your registration:
  - If you are based outside of Laramie County, you must also obtain a Temporary or Transient Merchant License from the City of Cheyenne City Clerk's Office.
- Food Vendors must obtain and display the following licenses on the day of the event:
  - City of Cheyenne City Clerk's Office Food Stand/Pushcart, Mobile Food Truck or Mobile Food Unit Permit
  - Laramie County Health Department Food Permit
  - Proof of Insurance submitted to the City Clerk's Office

Vendor Booth location 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 booth 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 6<sup>th</sup>, 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 booth 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.

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Applicant Signature (Organized Representative Signature)

Date

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Printed Name (Organized Representative Signature)

Date

We appreciate your participation in the CHISPA Festival 2025!