



Culture Expo

VENDOR APPLICATION FORM

Complete and return the form to Aliea Ednie, 2101 O'Neil Ave Room 302, or email to aednie@cheyennecity.org AND pay the registration fee at Kiwanis Community House on 4603 Lions Park Drive by June 30th.

VENDOR INFORMATION

Contact Name:	Vendor Name:
Phone:	Email:
Address:	
City/Town:	Postal Code:
Website:	

EVENT INFORMATION

Event Name: Culture Expo	Event Location/Address: Depot Plaza, Cheyenne, WY 1 Depot Square Capitol & W 15th St, Cheyenne, WY 82007
Participation Start Date: July 15, 2023	Last Date of Participation: July 15, 2023

*** Please return your completed application by June 30th.**

APPLICATION SUBMISSIONS

Submit the application on-site or via email.

On-site: Aliea Ednie 2101 O'Neil Ave Room 302 Cheyenne, WY 82001	Email: aednie@cheyennecity.org
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MISSION STATEMENT

Culture Expo is a weekend-long art festival celebrating urban arts, culture, and diversity in downtown Cheyenne. This event is in its 8th year, and while it started as a tattoo festival, it has evolved into a full art exhibition with components that include street art and graffiti, the art of tattooing, glass blowing, car culture, skateboarding, and performing artists. The event consists of a free concert for the public.

The idea of Culture Expo is to infuse urban experiences to better generate a cohesive celebration of cultural diversity in Cheyenne. With this event, we see phenomenally talented artists across all mediums, many of which directly contribute to the beautification of downtown Cheyenne!



SET-UP

Type of Set-up (select one): Tent Cart Trailer Truck Other: _____

Size of trailer/set-up:

*** Tents must be fully secured with a canopy weight or sandbags.**

DESCRIPTION OF MERCHANDISE

*Brief description of items you'll be selling:

Will you sell prepackaged food or beverages? Yes No

**(Vendor must have valid permits from Laramie County Health Department & City of Cheyenne Clerk's Office)*

ELECTRICAL

*** Electrical hookups are not provided.**

* Vendors are encouraged to be self-sufficient and must be prepared to have a quiet generator for electricity needs.

ADDITIONAL VENDOR INFORMATION

- Vendors will be determined by availability, size, and merchandise.
- Culture Expo will run from **10:00 AM to 7:00 PM. Vendors must arrive on time to set up between 8:00-9:00 AM, be in place by 9:00 AM, have adequate staffing for operations from 10:00 AM -7:00 PM, close down at 7:00 PM and stay until the concert is over at 9:30 PM.**
- All vendors **must have the required permits (if packaged food & beverages are being sold)** from the State, City, and Health Department agencies to participate.
- The City of Cheyenne will enforce the no dogs, no smoking, or vaping venue policies and ordinances.
- Culture Expo marketing will include ads and social media posts. Please email logos to desiree@artcheyanne.com.

ADDITIONAL COMMENTS



2022 CULTURE EXPO VENDOR CONTRACT AND CONDITIONS

EVENT DATE	July 15, 2023
LOCATION	Depot Plaza, Cheyenne, WY - 1 Depot Square Capitol &, W 15th St, Cheyenne, WY 82007
FEES	<p>\$100 for the day. The fee must be paid by June 30th.</p> <p>Bring a check (payable to: City Treasurer), cash, or credit/debit card to Kiwanis Community House, 4603 Lions Park Dr. Cheyenne, WY 82001. The fee may also be paid by phone or in person with a credit/debit card. Payment must be received before registration will be accepted and booth space reserved. No refunds will be offered.</p>
PLACEMENT	Vendors must arrive on time between 8:00 – 9:00 AM and be in place by 9:00 AM Saturday morning. Placements will be determined depending on availability, size, and offerings.
HOURS	Vendors must arrive on time to set up between 8:00-9:00 AM and be in place by 9:00 AM. Vendors are responsible for maintaining adequate staffing at all times between 10:00 AM to 7:00 PM . After 7:00 PM, Vendors must close for the night before the concert starts. For the safety of all, vendors may not begin to tear down their vendor space until 9:30 PM, when the concert and event are concluded.
SANITATION	The area surrounding the Vendor space must be kept clean at all times by the Vendor. Trash containers will be provided.
SIGNAGE	Vendors will provide their own signage that must be professional in appearance.
INSURANCE	The City of Cheyenne assumes no responsibility for loss or damage to the Vendor, their property, employees, or guests. Each Vendor must provide the necessary permits & insurance through the City of Cheyenne City Clerk's office.
BOOTH	All vendors are required to bring their own chairs, tables, and or tents. All tents must be fully secured with a canopy weight or sandbags.
ALCOHOL	No alcoholic beverages may be sold or served by the Vendors.
PROHIBITED ITEMS	No alcohol or glass bottles are allowed at the venue.
CANCELLATION POLICY	A representative from the City of Cheyenne can cancel the event due to weather or other safety issues. There will be no refund due to a vendor canceling or not showing up.

SIGNATURES

I have read the Culture Expo Vendor Contract and Conditions and hereby agree to comply with the requirements, rules, and regulations.

Date:	<p>_____ Vendor</p> <p>Printed Name</p>	<p>_____ Vendor's</p> <p>Signature</p>
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