River Lake Day

Vendor Agreement & Terms

We ask all new and existing Vendors fill out and return these forms each year.

Vendor Agreement and Terms for participation at Richmond River Lake Days

This agreement states terms between River Lake Days (Committee) and organizations (Vendor) for participation in River Lake Days in Richmond, MN that occurs annually the third weekend in July. Upon signing the agreement each organization agrees to meet all the terms to participate and the conditions to retain the designated vendor opportunity (Position).

Vendor Types

* + Food vendors – Food vendors are vendors who serve food items
    - Food Stands are not permitted to directly compete by serving the same food. Example: two hamburger stands
    - Food vendors may serve items such as non-alcoholic drinks, snacks or candy along with other food items without being considered as competing
  + Services Vendors - vendors who are selling a service or non-food product
    - Service vendors may not compete with other service vendors
  + RRLD Grant Vendors – vendors who are volunteering their time to work a stand in which all proceeds benefit Richmond River Lake Days. These vendors will receive a grant from RRLD.

Vendor Requirements

* + The organization, group or association must be a non-profit.
  + Organization must indicate interest in involvement prior to the first Monday of February of the same year
  + Each organization MUST have one (1) representative at all meetings upon being awarded a Position for the year.
    - All meetings are the first Monday of each month (unless there is a conflict with a holiday).
    - Representation is tracked via sign-in/roll call at each meeting.
    - One missed meeting per calendar year will be allowed
      * Organizations forfeit the right to vote or be part of decision making at any missed meeting.
  + Each organization must have volunteers on site for setup and take down of grounds
    - Beverages and snacks provided for set up and take down.
  + Each Organization Must provide one person to work a 2-hour shift at the gates
  + Vendors are responsible for retaining all required permitting
  + RRLD Grant Vendor requirements for the Beer, Wine & Spirits Booth are as follows: (Please note that these requirements are in addition to those previously required for Gates, Setup and Take Down.)
    - It is RRLD’s intent to have two nonprofits to operate this booth. Each nonprofit will operate the booth on separate days. One will operate it Friday and the other Saturday. This will alternate each year.
    - Schedule and volunteer minimums are as follows:
      * Friday 3PM – 5PM: 8 volunteers minimum
      * Friday 5PM – 12AM: 10 volunteers minimum
      * Saturday 9AM – 7PM: 8 volunteers minimum
      * Saturday 7PM – 8PM: 4 volunteers minimum
      * Saturday 8PM – 1AM: 14 volunteers minimum
    - Each RRLD Grant Vendor will receive a grant from RRLD of 25% of net profits up to $2,500. All donations earned during RRLD Grant Vendor service period will be retained by RRLD Grant Vendor.
    - RRLD Grant Vendors will be required to check ID’s for legal drinking age.

Vendor Availability

* + All New vendors will be voted on at the February Meeting
    - * Note: Interest can be submitted at any point and awarded based on meeting the Vendor Requirement for the same year or awarded for the following year
  + Vendors are decided on a first come basis.
  + Each vendor approved Position is retained each year unless relinquished or terminated
  + No other vendor will be allowed to directly compete with another vendor unless approved by the vendor who holds that Position.

Relinquishment/Termination of Vendor

* + Any vendor wishing to relinquish the assigned position must provide notice by February of the same year, either in writing or verbally at a meeting.
  + A vendor who wishes to change their Position may request this change prior to the January meeting and the request will be approved or denied by the February meeting.
  + Any organization that does not fulfill the representation or volunteer requirements will be considered a voluntary termination of Position.
    - Voluntary termination – An organization that did not meet the representation or volunteer requirements may reapply for a vendor position after a skipped year.

The following is a list of vendor options showing those already occupied. Please note that vendor options are NOT limited to this list, we appreciate new ideas/options.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current & Past Opportunities | | | | |
|  | Occupied |  |  | Occupied |
| BBQ Chicken |  |  | 10K, 5K Run | Ö |
| Brat & Hot Dogs | Ö |  | Animal Expo | Ö |
| Caramel Apples |  |  | Basketball |  |
| Chicken Sandwhiches |  |  | Batting Cage |  |
| Corn on the Cob |  |  | Bean Bag Toss |  |
| Dessert Stand |  |  | Book Sale | Ö |
| Fried Bread/Funnel Cake |  |  | Car Show | Ö |
| Fruit and/or Vegetables |  |  | Car Wash |  |
| Giant Pickles | Ö |  | Climbing Wall |  |
| Gyros |  |  | Clowns & Animal Balloons |  |
| Hamburger, Fries & Cheese Curds | Ö |  | Craft & Flea Market | Ö |
| Hot Beef |  |  | Demonstrations |  |
| Juice Box |  |  | Dunk Tank |  |
| Lunch Stand | Ö |  | Face Painting |  |
| Mini Donuts | Ö |  | Hair Styling or Beading |  |
| Nachos |  |  | Homerun Hitting Contest |  |
| Pie & Ice Cream | Ö |  | Human Bowling |  |
| Pizza Rolls |  |  | Inflatables | Ö |
| Pizza Stand |  |  | Little League Tournament |  |
| Pork Chop on a Stick | Ö |  | Meat Raffle |  |
| Pretzels |  |  | Mechanical Bull |  |
| Pronto Pup/Corn Dogs |  |  | Mini Gold |  |
| Pulled Pork | Ö |  | Money Hunt | Ö |
| Rootbeer Floats & Lemonade |  |  | Pedal Go-Cart |  |
| Shish-Ka-Bobs |  |  | Produce Stand/Country Store | Ö |
| Slushies | Ö |  | Puck Shot |  |
| Taco in a Bag | Ö |  | Pull Tabs | Ö |
| Turkey Legs | Ö |  | Quilt Demonstration |  |
| Quilt Raffle |  |  | Wagon Pull | Occupied |
| Ring Toss |  |  | Temporary Tattoos |  |
| Royalty Pageant |  |  | Toys & Novelties Sale |  |
| Scavenger Hunt |  |  | Train Ride | Ö |
| Silent Auction |  |  | Beer, Wine & Spirits (two vendors needed) | Ö |
| Speed Throw |  |  | Beer, Wine & Spirits (two vendors needed) |  |
| Spin the Wheel |  |  | OTHER: |  |
| Sports Auction |  |  |  |  |
| Teenage Games |  |  |  |  |

River Lake Days Vendor Agreement

This agreement is between River Lake Days and the Organization listed as vendor. Please return this form on or before the February 1, 2021 (7pm) River Lake Days meeting.

Mail to: River Lake Days

PO Box 355

Richmond, MN 56368

All Vendor availability is based on a first come basis.

Vendor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Representative

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Interest:

* Food

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Service/Merchant

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Richmond River Lake Days Vendor

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this agreement, the organization agrees to the requirements listed.

River Lake Days Committee Vendor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Name:

Position: Position:

Volunteer Information

\*Please submit on or before June meeting.

All Volunteer times are based on a first come basis.

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Please select three time slot preferences for each category. Each organization will be assigned a time slot based on a first come basis, and you may be assigned a different time slot based on submission date.

Gate Volunteers (One Volunteer for two-hour shift)

* Saturday 7PM – 9PM # of volunteers \_\_\_\_\_\_\_
* Saturday 9PM – 11PM # of volunteers \_\_\_\_\_\_\_
* Saturday 11PM – 1AM # of volunteers \_\_\_\_\_\_\_

Volunteer Names, Phone & Email Information

Name: Name:

Phone: Phone:

Email: Email:

Setup & Take Down Volunteers (Minimum of two volunteers)

* Wednesday 6PM – 8PM # of volunteers \_\_\_\_\_\_\_
* Sunday 7AM - 9AM # of volunteers \_\_\_\_\_\_\_

Volunteer Names, Phone & Email Information

Name: Name:

Phone: Phone:

Email: Email:

Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_