

2024 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 April of the same year
- Each organization MUST have one (1) representative at 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.
  - Representation is required for a minimum of two meetings from the months of April through July.
    - Organizations forfeit the right to vote or be part of decision making at any missed meeting unless vendor vote was previously rendered to RRLD Secretary, when applicable.
- Each organization must have volunteers on site for setup and take down of grounds
  - Beverages are provided for set up and take down.
- Each Organization Must provide two people to work a 2-hour shift at either the Gates or the Merchandise/Raffle Stand.

- Vendor shall retain 100% of profits upon meeting volunteer requirements. If volunteer requirements are not met, vendor is to provide 15% of net profits to RRLD.
- 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 one nonprofit operate both the ID Check and Alcohol Service booth on Friday. On Saturday, one non-profit will operate the ID Check only.
  - **Schedule and volunteer minimums are as follows:**
    - **Friday 3PM – 5PM: 8 volunteers minimum**
    - **Friday 5PM – 12AM: 10 volunteers minimum**
  - **Please schedule to ensure maximum shift change of 50% staff at a minimum of every 3 hours.**
  - The Friday night 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.
  - Friday night RRLD Grant Vendor will be required to check ID's for legal drinking age.
  - Saturday night RRLD Grant Vendor will receive a \$500 donation to check ID's.

### Vendor Availability

- All New vendors will be voted on at the April 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 March 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 April meeting and the request will be approved or denied at the April 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 occupied in the previous year. 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	√
Brat & Hot Dogs	√	Animal Expo	√
Caramel Apples		Basketball	
Chicken Sandwiches		Batting Cage	
Corn on the Cob		Bean Bag Toss	
Ice Cream	√	Book Sale	
Fried Bread/Funnel Cake		Car Show	√
Fruit and/or Vegetables		Car Wash	
Giant Pickles	√	Climbing Wall	
Gyros		Clowns & Animal Balloons	√
Hamburger, Fries & Cheese Curds	√	Craft & Flea Market	√
Hot Beef		Demonstrations	
Juice Box		Dunk Tank	
Lunch Stand	√	Face Painting	
Mini Donuts	√	Hair Styling or Beading	
Nachos	√	Homerun Hitting Contest	
Pie & Ice Cream	√	Human Bowling	
Pizza Rolls		Inflatables	√
Pizza Stand		Little League Tournament	
Pork Chop on a Stick	√	Meat Raffle	
Pretzels		Mechanical Bull	√
Pronto Pup/Corn Dogs		Mini Golf	
Pulled Pork		Money Hunt	√
Root beer Floats & Lemonade		Pedal Go-Cart	
Shish-Ka-Bobs		Produce Stand/Country Store	√
Slushies	√	Puck Shot	
Taco in a Bag	√	Pull Tabs	√
Turkey Legs	√	Quilt Demonstration	
Quilt Raffle		Wagon Pull	√
Ring Toss		Temporary Tattoos	
Royalty Pageant		Toys & Novelties Sale	
Scavenger Hunt		Train Ride	√
Silent Auction		Beer, Wine & Spirits (two vendors needed)	√
Speed Throw	√	Beer, Wine & Spirits (two vendors needed)	√
Spin the Wheel		Snacks Shack (giant freezies, nachos, popcorn, candy)	√
Sports Auction		Virtual Reality	√
Teenage Games		Other:	

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 April 1, 2024 (7pm) River Lake Days meeting.**

Mail to: River Lake Days  
PO Box 586  
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 Grant Vendor

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

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

Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Volunteer Information

**\*Please submit on or before May meeting.** All Volunteer times are based on a first come basis.

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

Please select 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. There are many slots to fill so we appreciate as many volunteers as you can offer.

### Gate Volunteers

- Friday 4PM – 6PM # of volunteers \_\_\_\_\_
- Friday 6PM – 8PM # of volunteers \_\_\_\_\_
- Friday 8PM – 10PM # of volunteers \_\_\_\_\_
- Friday 10PM – 12:30AM # of volunteers \_\_\_\_\_
- Saturday 11AM- 1PM # of volunteers \_\_\_\_\_
- Saturday 1PM – 3PM # of volunteers \_\_\_\_\_
- Saturday 3PM – 5PM # of volunteers \_\_\_\_\_
- Saturday 5PM – 7PM # of volunteers \_\_\_\_\_
- Saturday 7PM – 9PM # of volunteers \_\_\_\_\_
- Saturday 9PM – 11PM # of volunteers \_\_\_\_\_
- Saturday 11PM – 1AM # of volunteers \_\_\_\_\_

### Merchandise/Raffle Ticket Booth Volunteers (Minimum One Volunteer for two-hour shift)

- Friday 4PM – 6PM # of volunteers \_\_\_\_\_
- Friday 6PM – 8PM # of volunteers \_\_\_\_\_
- Friday 8PM – 10PM # of volunteers \_\_\_\_\_
- Saturday 11AM – 1PM # of volunteers \_\_\_\_\_
- Saturday 1PM – 3PM # of volunteers \_\_\_\_\_
- Saturday 3PM – 5PM # of volunteers \_\_\_\_\_
- Saturday 5PM -7PM # of volunteers \_\_\_\_\_
- Saturday 7PM – 9PM # of volunteers \_\_\_\_\_

Volunteer Names, Phone & Email Information – Gate Organizer will confirm times with volunteers.

Name	Phone	Email	Gate or Merch/Raffle
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Setup & Take Down Volunteers (Minimum of six volunteers or 50% of membership per day)

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