

8311 Brier Creek Pkwy 105-105
Raleigh, NC 27617
Tel: 919 714-9884
www.gordaca.org
www.caribmask.com



Carnival Chairs

George Modeste
Marcia Knight
Tonya Huggins
La-Shell Johnson

Dear Potential Vendor,

On **August 19, 2023** the City of Raleigh will host our 10th annual Carnival. We invite you to join us in contributing, as a vendor to this spectacular event **CaribMask**, the official Carnival of Raleigh/Durham North Carolina.

CaribMask Carnival will again have a colorful festival on the streets of beautiful Downtown Raleigh at City Plaza and Davie Street where vendors will line the streets and form a path to the carnival village. The village will feature a main stage, displaying talent from all over the Caribbean and the world.

This is your opportunity to showcase your merchandise, as the path to the village will, include delectable Caribbean cuisine, arts, crafts, clothing and accessories from all over the world. We are excited about you returning or becoming one of our vendors. Please read over the registration form carefully. Complete all the necessary documents and return them with full payment no later than June 30, 2023, by 5:00 pm. **Any registrations forms returned after that date will be accessed a late fee or \$100.00.** If you have any questions, contact us at info@gordaca.org.

Vendors are **HIGHLY** encouraged to register early since spaces are limited and very much sought after. We urge all food vendors to pay special attention to the guidelines required by Wake County Environmental Services to be permitted to vend at this event on August 19, 2023.

Over the past 9 years, CaribMask has grown rapidly, and we work very diligently to attract a bigger number of attendees each year. **We have proclaim the third week of August 2023 as CaribMask Carnival Week and welcome many spectators. We had a successful CaribMask 2022 as we dealt with our new normal of Covid-19. We plan to continue to enforce any rules and adhere to all state guidelines to ensure everyone's safety. Because state rules and regulations can be ever changing, we cannot provide refunds for any cancelled events due to being a non-profit organization. What we can do, is assure you that your money is not lost, but is on hold. Your participation will be guaranteed for the rescheduled event date.**

Thank you for your support!



Sincerely,

Marcia Knight

Marcia Knight

Carnival Co-Chair

Vendor Coordinator

Raleigh/Durham Afro

Caribbean Association

(RDACA)

Vendor Information

1. Fees

Vendor Application Fee \$25.00 (non-refundable)

All vendors' fees must be paid in full by June 30, 2023. No partial payments will be accepted. Any application postmarked/received after July 01, 2023 must include a Non-Refundable late fee of \$100.00.

This year we are including ONLINE PAYMENTS and the other forms of payments accepted are MONEY ORDERS or CASHIER'S CHECK made payable to RDACA (NO PERSONAL CHECKS).

Mail payments to:

Raleigh/Durham Afro-Caribbean Association
8311 Brier Creek Pkwy 105-105
Raleigh, NC 27617

2. Vendors Fee Structure and Booth Space

There will be a choice of two booth space size and all booths have an additional clean-up cost attached to the fee. The fees for each booth space, type and size is outlined as follow:

Vendor Type	10 X 10	20 X 10
Food or Beverage Truck or Trailer	-----	\$900.00
Food Vendor Tent	-----	\$550.00
Funnel Cake Vendor	\$375.00	\$475.00
Fruit Vendor	\$325.00	\$425.00
Arts & Crafts	\$375.00	\$475.00
Ices & Drinks Tent	\$325.00	\$425.00
Organization Booths	\$400.00	\$500.00
Corporate Booths	\$500.00	\$600.00

***IF YOU HAVE A FOOD OR BEVERAGE TRUCK OR TRAILER, PLEASE HAVE EXACT MEASUREMENTS. THERE HAVE BEEN A PROBLEM WITH THE HITCH NOT BEING INCLUDED IN MEASUREMENTS AND GOING OVER THE ASSIGNED SPACE.**

Please contact US before submitting any PAYMENTS to confirm your total fee if you are purchasing multiple spaces or have a food truck or trailer. Once spacing is confirmed an invoice will be sent to you for payment.

3. Requirements for All Vendors

- Vendors are required to supply their own tables, tents, chairs, and ice as none will be provided by the carnival committee.
- All vendors are required to have a multipurpose fire extinguisher, tents must be secured for fire inspection and a first aid kit.
- All vendors requiring electricity must provide their own generator (generators must be fairly quiet).
- Sidewalks must be cleared and have a walkway behind the vendor space set up.
- **Spots are pre-assigned (randomly and not based on when payment is received) and PLEASE once you are given your spot that is your location! We will be working on getting multiple vendors in and will NOT go back and forth on location.**
- **We ask that you not set up in any spot until you are assigned your space. There is no guarantee that you will be in the same spot as in previous years.**

4. Food Vendors

- You will be responsible for the rules governing the Sanitation of Restaurants and Other Food handling Establishments 15A NCAC 18A 2600 in order to receive a permit from Environmental Service of Wake County on the day of the event.
- Each vendor is responsible for contacting Wake County Environmental Services prior to August 1, 2023 and meeting their requirements in order to be permitted to vend at this event.
- We will be accepting a limited number of Food Trucks and Trailers due to spacing. We want to accommodate all applicants whether you have a tent, truck, or trailer. Please apply early!
- **Wake County Environmental Services: All Temporary Food Establishment (TFE) Vendor Applications must be completed online at wakegov.com/PermitPortal and the \$75.00 permit fee must be paid online through their system.**

5. Arts and Crafts/Merchandise Vendors Restrictions

- Loud music may not be played from any booth during your presence in the festival village. Should you violate this rule, the festival committee reserves the right to immediately remove you from the festival village and NO monies (fees or deposits) will be refunded. The sale of unauthorized CD's, tapes, videos, clothing, etc. is strictly prohibited. Any vendor found in violation will be immediately removed from the festival village and merchandise confiscated by the City of Raleigh police.

6. Garbage and Grease/Oil/Harmful Agent Disposal

- All vendors must bring their own garbage bags. All grease/oil/harmful agents must be disposed in the proper receptacles. **ALL FOOD VENDORS MUST HAVE A TARP OR OTHER FORM OF FLOORING FOR THEIR AREA. IF YOU ARE GRILLING, FRYING, OR COOKING IN ANY FORM. IF YOU DO NOT HAVE ONE DOWN DURING YOUR SET UP YOU WILL NOT BE ALLOWED TO VEND. GREASE, OIL AND OTHER HARMFUL AGENTS CAN GO THROUGH CARDBOARD SO PLEASE HAVE APPROPRIATE COVERING. ANY VENDOR CAUGHT DISPOSING ANY OF THE AFOREMENTIONED AGENTS IN AN IMPROPER MANNER WILL BE CHARGE A MINIMUM OF \$500.00 Plus any additional FINES BY THE CARNIVAL COMMITTEE AND THE CITY OF RALEIGH ALONG WITH FORFEITING THEIR CLEAN UP DEPOSIT.**

7. Clean up and Cleanup deposits

- All vendors are required to pay a refundable clean up deposit of \$100. (Deposit will be refunded 90 days after the Carnival)
- Vendors are required to leave their vending area in the same condition as received.
- Vendor areas are subject to periodic inspections by the carnival committee and will be inspected at the close of the event.
- A photo will be taken once you are assigned your spot in the morning and at the end of the festival.

8. Liabilities

- Each vendor sells food, crafts, etc. at his/her own risk. Insurance must be obtained and purchased by the vendor. **RDACA, CaribMask Caribbean Carnival, City of Raleigh, or any other affiliates of the carnival do not assume any liability for loss, damage, or theft of work display materials, or items for sale or distribution.**

9. Items not allowed on premises

- Vendors are not permitted to sell ANY alcoholic beverages.
- No beverages shall be sold in glass bottles NO EXCEPTIONS! (You may pour the drink in a cup to be sold)
- **RDACA will be the sole provider of WATER; no vendor will be allowed to sell water the day of the carnival.**

**Raleigh Durham Afro-Caribbean Association
CaribMask Caribbean Carnival
2023 Vendor Application**

Vendor Name: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Type of Set Up: _____

Total Space Needed (in Feet) _____

Describe the generator you will use at this event: _____

Provide your insurance information and attach a Certificate of Insurance: _____

Please list your food or merchandise you will offer for sell:

Please include all beverage items. Remember no alcohol beverages, glass bottled drinks (can be poured in a cup for sale) or water can be sold. If more space is needed please use the back of this form.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

For Office Use Only:

Date Payment Received: _____	Food Vendor Permit Fee for County Paid: _____	Date Clean-Up Deposit Refunded: _____ Check Number: _____
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Application checklist:

- Have you filled out the application completely? **(Completed Online)**
- Have you included your application fee, vendors fees, \$100.00 clean up refundable deposit and Temporary Food Establishment (TFE) application, and Vendor Permit fee \$75.00? **(Completed Online)**

Completed applications must be received no later than June 30, 2023 by 5:00 pm

Application Fee (\$25)

Vendor Fee (See vendor chart)

Refundable Clean up deposit (\$100)

Food Vendors that need a Temporary Food Establishment Permit wakegov.com/PermitPortal

Late fee if after June 20, 2023 \$100.00

I / We agree to abide by the rules, regulations, ordinances, and deadlines of the Raleigh Durham Afro-Caribbean Association, CaribMask, and the City of Raleigh. I understand that if I do not abide by these rules, regulations, ordinances and deadlines, my business will not be allowed to vend during CaribMask 2023 festival. I also agree to attend or send a designated representative to the vendor orientation meeting conducted via Zoom or Conference Call platform.

Once the application is received and you get a reply stating that you have been accepted. An invoice will be sent with the required amount needed to secure your space. The payment will be due within 24 hours. No refunds will be given under any circumstances.

I hereby declare that all information herein provided is true, correct, and complete:

Signature

Date