



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

Carnival Chairs

George Modeste
Tonya Huggins
Marcia Knight



Dear Potential Vendor,

On **August 24, 2019** the City of Raleigh will host its 7th 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 and complete all the necessary documents and return them with full payment no later than July 1, 2019 by 5:00 pm. **Any registrations forms returned after that date a late fee will be charged.** If you have any questions, contact us at info@gordaca.org.

Vendors are encouraged to register early since spaces are limited and will be allocated on a first-come, first-serve basis. We urge all food vendors to pay special attention to the guidelines required by Wake County Environmental Services in order to be permitted to vend at this event on August 24, 2019.

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 July 01, 2019. No partial payments will be accepted. Any application postmarked/received after July 01, 2019 must include a late fee of \$75.00.

Payment must be in the form of a MONEY ORDER 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 Vendor	-----	\$450.00
Arts & Crafts	\$275.00	\$375.00
Ices & Drinks	\$225.00	\$325.00
Organization Booths	\$300.00	\$400.00
Corporate Booths	\$400.00	\$500.00

IF YOU HAVE A FOOD 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. THERE WILL BE AN EXTRA CHARGE FOR ANY OVERAGE

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).

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, 2019 and meet their requirements in order to be permitted to vend at this event.
- **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 as well.**

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 \$300.00 FINE BY THE CARNIVAL COMMITTEE AND WILL FORFEIT 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 60 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. If insurance is desired, it must be arranged 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 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
2019 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 Received: _____	Date Clean-Up Deposit Refunded: _____ Check Number: _____
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Application checklist:

- Have you filled out the application completely?
- 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 July 1, 2019 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