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Carnival Chairs

George Modeste
Marcia Knight
Tonya Huggins
La-Shell Johnson

Dear Potential Vendor,

We are thrilled to announce that the City of Raleigh will host the 13th Annual CaribMask Carnival on Saturday, August 15, 2026, and we would love you to join us as a vendor for this spectacular event!

CaribMask, the official Carnival of Raleigh/Durham, NC, will once again transform Downtown Raleigh into a vibrant celebration of Caribbean culture. The streets of Fayetteville and Davie will come alive with vendors lining the path to our Carnival Village, located in City Plaza. At the Village, our main stage will showcase incredible talent from across the Caribbean and beyond.

This is a fantastic opportunity to showcase your merchandise to thousands of attendees. The path to the Village will feature a diverse mix of offerings, including authentic Caribbean cuisine, arts and crafts, clothing, accessories, and specialty products from around the world.

We encourage you to carefully review the vendor registration form and submit all required documents along with full payment no later than 5:00 PM on May 30, 2026. Please note that submissions received after this deadline will incur a \$100 late fee.

Over the past 12 years, CaribMask has experienced tremendous growth, and we continue to work diligently to expand our audience each year. We are proud to proclaim the third week of August 2026 as CaribMask Carnival Week and look forward to welcoming an even larger crowd to this year's celebration.

Vendor spaces are limited and highly sought after, so we strongly encourage early registration to secure your spot. If you have any questions, please do not hesitate to contact us at info@gordaca.org.

We look forward to celebrating with you and thank you for your continued 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 vendor fees must be paid in full by **May 29, 2026**. Partial payments will **not** be accepted.
- Applications received after **May 29, 2026**, must include a **non-refundable late fee** of \$100.00.
- **Accepted Payment Methods:**
 - Online Payments
 - *No personal checks will be accepted.*

2. Vendor Fee Structure and Booth Space

Vendors may choose between two booth sizes:

- **10 x 10**
- **20 x 10**

Each booth fee includes an additional cleanup cost. See the chart below for specific fees based on vendor type and booth size:

Vendor Type	10 x 10 Fee	20 x 10 Fee
Food or Beverage Truck/Trailer -		\$900.00
Food Vendor Tent -		\$550.00
Dessert Truck -		\$675.00
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

Food & Beverage Truck or Trailer Requirements

- Please provide **exact measurements** of your food or beverage truck/trailer, including the hitch, to ensure your setup fits within the assigned space.
- 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 the spacing is confirmed, we will send you an invoice for payment.

3. Requirements for All Vendors

- Vendors must supply their own **tables, tents, chairs, and ice** as these will not be provided by the carnival committee.
- A **multipurpose fire extinguisher** and first **aid kit** are required for all vendors. Tents must be secured for fire inspection.
- Vendors needing electricity must provide their own **quiet generator**.
- Sidewalks must remain clear, and a walkway must be maintained behind vendor setups.

4. Food Vendors

- Vendors must comply with the rules outlined in the **Sanitation of Restaurants and Other Food Handling Establishments (15A NCAC 18A 2600)** and obtain a permit from Wake County Environmental Services.
- Each vendor is responsible for contacting Wake County Environmental Services **prior to August 1, 2026**, to meet requirements and secure approval to vend at the event.
- Due to space limitations, only a limited number of food trucks and trailers will be accepted. Vendors with tents, trucks, or trailers should apply early to secure a spot.
- All **Temporary Food Establishment (TFE) Vendor Applications** must be completed and permit fees paid online at wakegov.com/PermitPortal.

5. Arts, Crafts, and Merchandise Vendor Restrictions

- **Loud music** from vendor booths is strictly prohibited. Violations may result in immediate removal from the festival, without a refund.
- The sale of unauthorized CDs, tapes, videos, clothing, or other merchandise is not allowed. Vendors violating this policy will be removed from the event, and the merchandise will be confiscated by the City of Raleigh police.

6. Garbage, Grease, and Harmful Agent Disposal

- Vendors must bring their own **garbage bags**.
- Proper disposal of grease, oil, and harmful agents is mandatory. Proper disposal of grease, oil, and harmful agents is mandatory.
- **All food vendors must have a tarp or other flooring in their area** if grilling, frying, or cooking. Cardboard is not sufficient. Vendors without appropriate coverings will not be permitted to vend.
- Improper disposal of grease, oil, or other harmful agents will result in:
 - A **minimum fine of \$700**, plus any additional fines from the carnival committee or City of Raleigh.
 - Forfeiture of the cleanup deposit and participation in future events.

7. Cleanup and Cleanup Deposits

- A \$100 **cleanup deposit** is required from all vendors. This deposit will be refunded **90 days after the carnival**, provided the area is left in good condition.
- Vendors are responsible for leaving their areas as they were received.
- The carnival committee will conduct inspections during the event and at closing. Photos will be taken of assigned spots in the morning and after the festival to ensure compliance.

8. Liabilities

- Vendors participate at their own risk and are responsible for obtaining insurance.
- RDACA, CaribMask Caribbean Carnival, the City of Raleigh, and affiliated organizations are **not liable** for loss, damage, or theft of materials, work displays, or items for sale or distribution.

9. Prohibited Items

- **Alcoholic beverages** may not be sold by vendors.
- Beverages in **glass bottles** are strictly prohibited. Drinks may only be sold in cups.

10. Payment and Refund Policy

- All payments are **non-refundable**. This event is held **rain or shine**.

**Raleigh Durham Afro-Caribbean Association
CaribMask Caribbean Carnival
2025 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. _____

Application Checklist Please ensure the following steps are completed before submitting your application:

- Have you filled out the application completely? *(Must be completed online.)*
- Have you included your **application fee, vendor fees, and cleanup deposit**?
- For food vendors, have you completed the **Temporary Food Establishment (TFE) application** and obtained your **Vendor Permit** online with Wake County? *(Submit via wakegov.com/PermitPortal.)*

Important Deadlines & Fees:

- Completed applications must be submitted no later than **5:00 PM on May 29, 2026**.
- **Application Fee:** \$25
- **Vendor Fee:** Refer to the Vendor Fee Chart
- **Cleanup Deposit:** \$100
- For food vendors requiring a Temporary Food Establishment Permit, fees must be paid directly to Wake County.
- **Late Fee:** \$100 for applications submitted after May 29, 2026.
- If you are an **“ALL IN RETURNING VENDOR”** your space is guaranteed. Please still follow through with application and all deadlines.

Agreement I/We agree to abide by the rules, regulations, ordinances, and deadlines of the Raleigh Durham Afro-Caribbean Association (RDACA), CaribMask, and the City of Raleigh. I understand that failure to comply with these terms will disqualify my business from vending during the CaribMask 2026 Festival.

I/We also commit to attending or sending a designated representative to the required vendor orientation meeting, conducted via Zoom or Conference Call.

Once my application is received and I receive confirmation of acceptance, I understand that an invoice will be sent with the total amount required to secure my space. **Payment must be made within 24 hours, with no exceptions.**

I acknowledge that all payments made are **non-refundable** under any circumstances and that the event will proceed rain or shine.

I hereby declare that all information provided in this application is true, correct, and complete.

Signature

Date