



122 Madison Street
San Antonio, TX 78204
210-271-3247
www.kwfair.org

King William Fair
Saturday, May 03, 2025
9:00 am – 6:00 pm

Kids Kingdom Policies and Procedures

Hours of Operation / Selling Times

- Pre-Fair Setup – Friday, May 02, 4:00pm - 9:00pm

FAIR DAY – Saturday, May 03, 2025

- Fair Day Setup – 6:00am - 8:00am, vehicles towed at 8:00am at owner's expense
- Ticket Booths open at 8:00am
- Fair Day Hours – 9:00am - 6:00pm, you may sell as soon as Tickets are sold to public
- Parade kicks off at 9:00am
- Fair Day Breakdown – 6:00pm - 8:00pm, vehicles allowed back in Fair Zone at 6:30pm

Please note: All Kids Kingdom rides and activities are by Tickets ONLY (\$1.00 each). Absolutely NO CASH SALES before, during, or after Fair hours.

Parking

- No vehicles are allowed into the Fair Zone after 8:00am on Fair Day.
- Cars parked within the Fair Zone after 8:00am on Fair Day will be towed at the owner's expense.
- Limited vendor parking is available in designated parking lots at H-E-B headquarters with your official Entry & Parking Pass ONLY.
- Please observe any parking restriction signs that are posted. Illegally parked cars will be towed!

Recycling/Trash

The Fair has a strong recycling policy, and you are required to take packing material (cardboard, plastic, etc.) to a recycling station on the grounds no later than 7:00pm on Fair Day. Remove all trash from your booth space and place in the dumpsters located inside the Fair Zone. Do not use trash barrels set out for Fair Guests.

Sales Tax

- Vendor assumes complete and sole liability for all Federal, State, and local taxes applicable to the property, income, and transactions of the Vendor, and where required by applicable laws and regulations.
- More information or a tax permit can be found at the State Comptroller's web site (www.window.state.tx.us) or by calling 1-800-252-5555.

- King William Fair also understands that many non-profit organizations will be exempt from paying sales tax on items sold during the event, if they use their “tax free day.”
- Taxes are not being collected or withheld on Gross Sales. You are responsible for taxes.

Safety

- If the Vendor should witness an accident, note the time, circumstances, Vendor name, and name of anyone else who witnessed the incident. Please immediately give the information to the Bexar County Sheriffs on duty or call the King William Fair at (210) 271-3247.

Refund Policy

- Once assigned a space, you are considered a participant in the Fair.
- If you wish to withdraw your application, you must do so by close of business on March 27, 2025, for a full refund. After that time, fees can no longer be refunded.
- No Rain Dates; no refunds due to weather. The King William Fair is held outdoors rain or shine. No credits or refunds will be issued if the King William Fair is affected by forces of nature. The Fair will not cancel unless informed by state, city, or local officials that it will be in the best interest of general safety.

Set-up and Breakdown

- To ease congestion, streets in the Fair Zone will be one-way with limited points of entry and exit (see map on your Entry & Parking Pass).
- Only vehicles with the Entry & Parking Pass displayed on the dashboard will be permitted past the barricades.
- Parking passes and maps will be mailed to you a few weeks before the Fair.
- Entrances to the Kids Kingdom area for set-up and take-down are: (1) Pancoast St. at César Chavez Blvd. and (2) King William Street at S. St. Mary’s Street.
- Have your pass on your dashboard for easy visibility by the Bexar County Sheriffs.
- Streets in the Fair Zone will be closed to non-Fair traffic.
- You may set up your canopy and displays on Friday from 4:00pm – 9:00pm with the Entry & Parking Pass.
- Vehicle traffic is restricted in the Fair Zone overnight and Bexar County Sheriffs are posted at each street closure all night. However, no security is provided for your property. Do not leave your merchandise overnight.

Fees

- 10x10 Booth/Activity fee is \$250 for non-profit organizations. Additional costs for for-profit companies and larger booth sizes.
- Vendors will receive 80% of their gross sales; the remaining 20% will be retained by the King William Fair and Mission Trail Rotary Club.
- Each paid activity, or booth, will be issued two (2) admission wristbands. Additional wristbands can be purchased for your staff for \$13 each (regularly \$15 each) prior to Fair Day. Day of the Fair the admission is \$20. Each staff member will need a wristband to enter the Fair. If they do not have one, they will need to purchase one at the gate for \$20.
- Any property damage to the vendor area and/or rented equipment will be deducted from final sales.
- If trash is left in your space, a \$100 fee will be deducted from your gross ticket sales.

Payment

- You will receive a mailed check or you may pick up your check at the King William Association Office, available no later than Friday, May 9, 2025, from 10:00am – 1:00 pm. Mailed checks should arrive approximately 2 weeks after the Fair.
- Checks will be made out to the name on the W9.
- Vendor has until Friday, May 16, 2025, to dispute their payment.
- If Vendor contests the amount, Vendor commits to hand-counting tickets with KWF.

Ticket Procedure

- Each vendor booth/activity must display a highly visible sign for number of Tickets required. Tickets are sold in \$1.00 increments (1 Ticket = \$1.00).
- Every booth/activity will be given a labeled Ticket Bucket before the King William Fair opens.
- Vendors are responsible for returning the labeled Ticket Bucket to the King William Association Office at 122 Madison Street, no later than 7:00pm on Fair Day.
- Any Tickets turned in wet or mixed with trash will delay processing because tickets are weighed on a very accurate digital scale. Only dry tickets can be weighed.

Proof of Insurance

- Vendors must purchase liability insurance from the Fiesta Commission through the King William Association or Vendors MUST provide proof of liability insurance naming the King William Fair, the Fiesta Commission, and Mission Trail Rotary as additional named insureds with their application.

Additional Requirements for Motorized Amusement Rides

- Photo of current Texas Amusement Ride Compliance Sticker
- Texas Amusement Ride Compliance Sticker must be displayed on motorized amusements. A state inspector will check all amusements and rides for compliance.
- Copy of TDI Form AR-101 (Texas Amusement Ride Compliance Sticker) MUST be current and properly displayed upon setup.
- Color photos of your activity/equipment (hard copy photos will not be returned). Photos may be emailed to info@ourkwa.org.
- NO STICKER, NO PARTICIPATION