



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

Special Exhibitor Policies and Procedures

IMPORTANT DATES & DEADLINES

- Deadline for Applications – January 13, 2025
- Notification of Acceptance – January 27, 2025
- Deadline to Accept – February 10, 2025
- Contracts & Invoices Emailed– February 24, 2025
- Proof of Insurance Due – March 24, 2025
- Deadline for Payment – March 24, 2025
- Deadline for Cancellation & Full Refund – April 7, 2025
- Pre-Fair set-up – Friday, May 2, **4 pm – 9 pm ONLY**
- Fair Day set-up – Saturday, May 3, 6 am – 8 am, vehicles towed at 8:00 am at owner's expense
- Fair Day Breakdown – Saturday, May 3, 2025, 6 pm–8 pm

REQUIREMENTS

- Completed application
- Certificate of Insurance naming additional insureds as follows:

King William Association
122 Madison Street
San Antonio, TX 78204

Fiesta San Antonio Commission, Inc. and
Fiesta Commission Charitable Corporation
110 Broadway #350
San Antonio, TX 78205

- Payment of fees
- Signed waivers for personnel on grounds during the Fair
- Signed MOU (Memorandum of Understanding)
- Agreement to these policies and procedures

FEES

- Fees are negotiated on a case-by-case basis.

CANCELLATIONS AND REFUNDS

- Written notification of cancellation must be received in our office by the close of business on **April 7, 2025**. Exhibitors who notify the Fair by this cancellation date will be fully refunded fees. No refunds will be made to exhibitors who cancel after this date. No exceptions.
- The King William Fair is held outdoors rain or shine. No credits or refunds are issued if the Fair is affected by forces of nature beyond our control.
- The Fair will not be cancelled unless informed by state, city or local officials that it will be in the best interest of safety for all.

ELECTRICAL

- Electricity is available in limited locations and only if Vendor paid for it in advance of Fair Day.
- Electricity is \$200 for a maximum of 4 appliances. If Vendor has 5 – 8 appliances, Vendor will need to purchase an additional electrical connection at \$200.
- **Only 110V electrical lines will be available. We will not be able to provide 220V electrical lines for safety reasons.**
- Please do not cut lose any cords that have been zip tied to the booth or remove the plastic bags covering the plug that have been placed by the electrician. These are placed above the ground for safety reasons.
- Generators of any size, freezers, or refrigerators are not allowed without prior approval from KWF.
- No vendor may obtain electricity from houses without prior approval from KWF.
- Plug strips and extension cords shall connect directly between King William Fair electrical circuits and devices.
- All electrical wiring and appliances shall be UL Listed and used as intended.
- Extension cords shall be rated for at least 15 amps (Heavy Duty).
- Plug strips shall include circuit breakers.
- All electrical outlets shall be protected from and/or positioned to avoid exposure to moisture.

STANDARDS AND POLICIES

- The King William Fair is open to exhibitors who can provide quality experience for our Fair customers.
- Participation in previous King William Fairs does NOT necessarily guarantee acceptance for this year's Fair. Space is very limited.
- The King William Fair cannot be held responsible for damage, loss or theft of property. Items left in place before, during, or after Fair hours are the full responsibility of the exhibitor.
- Please report all emergency or safety issues to Fair staff on site or call the Fair office at 210-271-3247.
- **The King William Fair is a Green Event, therefore, no paper handouts, advertising, coupons, etc. are allowed.**
- **No Confetti of any type**, regardless of method of delivery allowed. Violation of this rule will result in immediate expulsion from the Fair.
- No use of "liquid string," "silly string," or "super string," the small explosive devices commonly known as snappers, "throw downs," and "pop pops," confetti guns/cannons, or glass containers/bottles allowed.

SMOKING POLICY

- The King William Fair is a **NON-smoking event**. Not in your booth, not behind your booth, not around the corner. No smoking inside the Fair zone. Take it outside please.

BOOTH AND FRAME SIGNAGE

- **Vendor must provide all items needed for operation, including canopies, tables, display needs, table covers, appliances, menu signs, identification signs, etc.**
- Do not place hot items near your booth skirting and canopy.
- Vendors are responsible for all signage on their booth (make it bright and easy to read).
- If your booth is on the parade route, signage must **NOT** obstruct the parade participants. Any such signage will be removed by Fair staff.

SET-UP AND BREAKDOWN

- Ticket booths open at 8am. We recommend that you are set up and ready to sell before that time.
- To ease congestion, streets in the Fair Zone will be one-way with limited points of entry and exit (map will be provided on your Entry & Parking Pass). Only vehicles with this pass displayed on the dashboard will be permitted past the barricades.
- During set-up and breakdown, cars should be parked in the center lane next to your booth allowing traffic flow on the opposite side of the street from your booth.

BREAKDOWN AND CLEAN-UP

- Vendors **MUST** leave their booth space clean.
- Booth tear down will begin at 6:00pm.
- Booth space will be inspected for trash, debris, and grease or water dumping.

- If trash, tents, tables, chairs are left in your booth space, a \$200 fee will be issued to you.

EXHIBITION SPACES

- Amount of space and location(s) for exhibitions are negotiated on a case-by-case basis. Space is limited by the physical boundaries of the King William Neighborhood, existing objects, special Fair sections for Food, Art, Entertainment, Kids Kingdom, Beverages, special activations, infrastructure, and security. **Your space will be clearly marked prior to your arrival for setup. You must stay within the marked boundaries.**
- Vendors are responsible for their own areas. Canopies are limited to 12 feet high. Props, display fixtures, shelves, etc., are permitted.
- Vendors must stay within the agreed upon space boundaries and must not encroach on private property, yards, sidewalks, or driveways. **NO EXCEPTIONS.**
- When setting up, please be mindful of landscaping and plantings in spaces between curbs and the sidewalk.
- Do not set anything (crates, tables, etc.) on top of cables.
- The Fair provides electrical connections in select areas of the Fair Zone. You may not obtain electricity from any private home **UNLESS FACILITATED BY THE KW FAIR TEAM.** Electrical generators are not allowed.

TRASH AND RECYCLING

- The appearance of the booth is very important to the overall appearance of the Fair, keep it clean!
- **DO NOT USE THE TRASH BARRELS SET OUT FOR FAIR GUESTS.**
- We will provide each booth with a trash and recycling dumpster map.
- Bring and use trash bags. Remove all trash from booth space and take to dumpsters. Filled trash bags may not collect around booth during Fair Day.
- Break down any cardboard boxes and place them in the recycling dumpsters.

THANK YOU FOR HELPING TO MAKE THE KING WILLIAM FAIR SPECIAL!