



KING WILLIAM *fair*

2020 King William Fair (KWF) Special Exhibitor Policies and Procedures

IMPORTANT DATES

Pre-Fair Set-Up	Friday, April 24	4:00 pm – 9:00 pm <i>no set-up allowed BEFORE 4:00 pm</i>
Fair Day Set-Up	Saturday, April 25	6:00 am – 8:00 am <i>vehicles towed at 8:00 am at owner's expense</i>
Fair Day Hours	Saturday, April 25	9:00 am – 6:00 pm <i>admission sales begin at 8:00 am</i>
Fair Day Breakdown	Saturday, April 25	6:00 pm – 8:00 pm <i>vehicles allowed back in at 6:30 pm</i>

SMOKING POLICY

The King William Fair is a NON-smoking event – no smoking is allowed inside the Fair Zone. Not in your booth, not around the corner. Take it outside the Fair Zone please.

REQUIREMENTS

- Completed application
- Certification 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
2611 Broadway Street
San Antonio, TX 78215
- 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 & REFUNDS

- Written notification of cancellation must be received in our office by the close of business on **March 27, 2020**.
 - 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.
- We will not cancel the Fair unless informed by state, city or local officials that it will be in the best interest of safety for all.

STANDARDS & POLICIES

- The King William Fair is open to exhibitors who can provide a quality experience for our Fair customer.
- 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.

EXHIBITOR SPACES

- Space for Special Exhibitors is extremely limited due to the layout of our Fair Zone on the streets and parks in the heart of the King William Historic District. The amount of space and location(s) for exhibitors are negotiated on a case-by-case basis.
- Exhibitors are responsible for their own areas. Canopies are limited to 12' height. Props, display fixtures, shelves, etc. are permitted.
- Exhibitors must stay within the agreed upon space boundaries and must not encroach on private property, yards, sidewalks, driveways, or neighboring vendor/exhibitor spaces. NO EXCEPTIONS.
- When setting up, please be mindful of landscaping and plantings in the area between curbs and sidewalks.
- Do not set anything (crates, tables, etc) on top of cables.
- KWF provides electrical connections in select areas of the Fair Zone. You may not obtain electricity from any private home. Electrical generators are not allowed.

MEDIA “NO COMMENT” POLICY

The King William Association’s Executive Director is the official spokesperson for the Fair. In the event of any incident that may occur in the Fair Zone and/or is related to the Fair, please do not discuss any details with the media or anyone else. It is always correct to say, “I do not have the authority to answer your questions” or “no comment,” and to refer all inquiries to our Executive Director. You could be subpoenaed to court because of what you say.

INSURANCE

Liability insurance listing the King William Association and The Fiesta Commission as additional named insured is required and a copy must be on file prior to Fair Day. You may purchase one-day “user policy” coverage through the King William Fair and The Fiesta Commission if you do not have coverage (deadline to purchase coverage is March 6, 2020).

SAFETY & SECURITY

- Please report all emergency or safety issues to Fair staff on site or call the KWF office at 210-271-3247.
- If Exhibitor should witness an accident, note the time, circumstances, Exhibitor name, and name of anyone else who witnessed the incident. Please give the information to security officers or call the King William Fair office at 210-271-3247.

THANK YOU AND HAVE A GREAT FAIR!