



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

King William Fair
Saturday, April 29, 2023
9:00 am – 6:00 pm

Kids Kingdom Policies and Procedures

Hours of Operation / Selling Times

- Pre-Fair Setup – Friday, April 8, 2023, 4:00 pm - 9:00 pm

FAIR DAY – Saturday, April 29, 2023

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

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

Parking

- No vehicles are allowed into the Fair Zone after 8:00 am on Fair Day.
- Cars parked within the Fair Zone after 8:30 am 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 7:00 pm 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 Vendor should witness an accident, note the time, circumstances, Vendor name, and name of anyone else who witnessed the incident. Please 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 10, 2023, 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 4:00 pm – 9:00 pm 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

- Booth/Activity application fee is \$250.
- 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 \$18 each (regularly \$20 each) prior to Fair Day.
- A vendor requesting a booth frame, table, or chairs will pay an additional fee for each item (see application).
- 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 pick up your check at the King William Association Office, available no later than Friday, May 5, 2023, from 10:00 am – 2:00 pm. Mailed checks should arrive approximately 2 weeks after the Fair.
- Vendor has until Friday, May 12, 2023, to dispute their payment.

Ticket Procedure

- Each vendor booth/activity must display a highly visible sign for number of BlastPass credits required. Credits are sold in \$1.00 increments (1 BlastPass credit = \$1.00).
- King William Fair will sell and track BlastPass credit sales for each vendor.
- Every booth/activity will be provided a BlastPass scanning device before the King William Fair opens.
- Vendors are responsible for scanning each customer's BlastPass wristband/card.
- Vendors are responsible for returning the BlastPass scanning devices to the King William Association Office at 122 Madison Street, no later than 7:00 pm on Fair Day.

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 michael@kwfair.org.
- NO STICKER, NO PARTICIPATION