



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

Special Exhibitor Policies and Procedures

IMPORTANT DATES & DEADLINES

- Deadline for Applications – January 20, 2023
- Notification of Acceptance – February 3, 2023
- Deadline to Accept – February 10, 2023
- Contracts & Invoices Emailed– February 17, 2023
- Proof of Insurance Due – March 10, 2023
- Deadline for Payment – March 10, 2023
- Deadline for Cancellation & Full Refund – March 17, 2023
- Pre-Fair set-up – Friday, April 28, 2023, **4 pm – 9 pm ONLY**
- Fair Day set-up – Saturday, April 29, 2023, 6 am – 8 am, vehicles towed at 8:30 am at owner's expense
- Fair Day Breakdown – Saturday, April 29, 2023, 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
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 AND REFUNDS

- Written notification of cancellation must be received in our office by the close of business on **March 17, 2022**. 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.

STANDARDS AND 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.
- Please report all emergency or safety issues to Fair staff on site or call the Fair office at 210-271-3247.

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.

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.
- 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. Electrical generators are not allowed.

THANKS AND HAVE A GREAT FAIR!