



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

FOOD VENDOR POLICIES & OPERATING PROCEDURES SATURDAY, APRIL 27, 2024 9 AM – 6 PM

IMPORTANT DATES

Pre-Fair Set-Up	Friday, April 26 th	5 pm – 9 pm
Fair Day Set-Up	Saturday, April 27 th	6 am – 8 am vehicles towed at 8:00am at owners expense.
Fair Day Hours	Saturday, April 27 th	9 am – 6 pm you may sell as soon as tickets are sold to public
Fair Day Breakdown	Saturday, April 27 th	6 pm – 8 pm vehicles allowed back in at 6:30 pm

Deadline for Applications: January 15th

Notification of Acceptance: January 22nd

Deadline to Accept: February 5th

Contracts & Invoices Emailed: February 12th

Proof of Insurance Due: March 4th

Deadline for Payment: March 4th

Deadline for Cancellation & Full Refund: March 18th

W-9's Due: April 2nd

Deadline to Order Electricity: April 15th

Mandatory Food Vendors Meeting: April 3rd

IMPORTANT PHONE NUMBERS

HELP and Information: **Angela at 210-831-3630**

Mireles Party Ice for pre-ordered ice:

Jesse at 210-842-1977

Food Service Distributor (pre-ordered products):

Sysco – Caleb McCarthy 512-749-0729

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.

FOOD SERVICE GUIDELINES

Cooking Method

- Acceptable fuel sources are wood, charcoal, propane and electricity.
- Charcoal or wood fueled appliances shall not be located under the food booth canopy.
- All barbecue pits and similar cooking devices must be within Vendor allotted open space; they cannot be underneath booth canopy and should be away from Fair traffic.
- Charcoal or wood fueled appliances shall not be located within 10 feet of combustible material.
- Live fires shall be attended at all times.
- Live fires shall be thoroughly extinguished and wetted prior to booth operator departure from the site.

- All vendors frying food MUST have appropriate flooring for their booth – any vendors leaving grease spills/stains in their booth space will be fined.

Electrical

- Electricity is available in limited locations and only if Vendor paid for it in advance of Fair Day.
- Electricity is \$175 for a maximum of 4 appliances. If Vendor has 5 – 8 appliances, Vendor will need to purchase an additional electrical connection at \$175.
- Only 110V electrical lines will be available. We will not be able to provide 220V electrical lines for safety reasons.
- Please do not cut loose 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.

Generators

- Generators must be approved prior to the day of the Fair by KWF.
- Propane tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours.
- Generators shall be isolated from contact with the public.
- Generators shall be as quiet as possible and are subject to the COSA Noise ordinance.

Health and Fire Permits

- Fees for health and fire permits are included in the initial Food Vendor Booth Fee.
- The KWF will purchase the permits for you. They will be handed out to you either at Friday set up or the morning of the Fair.
- Health and Fire Inspectors will inspect vendor booths on the morning of the Fair.
- Health and Fire permits must be displayed on your booth the entire Fair day.
- Health and Fire Department regulations must always be observed by all workers.

FIRE EXTINGUISHER REQUIREMENTS:

- One 2A-10 BC fire extinguisher shall be required for each food booth.
- One “K” type extinguisher is required for booths conducting any deep fat frying. Booths containing deep fat fryers shall have a class K portable fire extinguisher for up to four (4) fryers having a maximum cooking medium capacity of 80 pounds each. Additional “K” extinguishers will be required for every additional group of 4 fryers.
- All fire extinguishers shall have a current (within a year) inspection sticker from a licensed extinguisher company or provide proof that extinguisher is new (store receipt).

Ice

- Ice purchased from Mireles Party Ice (MPI) must be pre-purchased using the form provided by MPI.

- You must submit the form with a check or credit card information either at the mandatory food vendors meeting, by email or US mail. The amount of ice should be overestimated.
- Pre-ordered ice will be delivered to your booth in the morning.
- If you need additional ice on Fair Day, you may PICK UP bags at the ice trailer (location TBD). Only Cash will be accepted on Fair Day to purchase the additional ice.
- Payments and checks will be processed after completion of the event.
- Shaved ice needs to be ordered in advance as the ice vendor will not have extra on site.

Food Sales

- Vendors may sell food items only (no beverages unless approved by KWA).
- All food sales are by Tickets only. Vendors may set own prices.
- Each booth will receive a labeled Ticket Bucket during Friday's set up.
- If Vendor accepts cash, vendor will be immediately shut down and will not be invited to participate in future events. Vendor will forfeit all booth fees and revenue.
- Pricing for food items must be posted on the front of Vendor booth in a manner that is easy for the public to read.
- ANYONE PURCHASING FROM A FOOD VENDOR MUST BE WEARING A WRISTBAND – NO EXCEPTIONS!
- No tip jars are allowed.
- If Vendor sells items that were not on the menu pre-approved by the King William Fair, booth will be shut down.

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

- Sales can start as soon as the 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.

CHECKOUT AND CLEAN-UP

Checkout Process

- Vendor **MUST** meet with a member of the KWF Food Committee to approve the cleanliness of their booth space.
- Booth checkout will begin at 5:30 pm.
- Booth space will be inspected for trash, debris, and grease or water dumping.
- If Vendor leaves before proper checkout procedures have been followed, Vendor will pay a penalty fee of \$200 regardless of the condition of booth space.
- If Vendor chooses to close early, someone must stay behind to complete the checkout process.
- **Vendor must return labeled ticket bucket by 7:00 pm on Fair Day to the King William Association office at 122 Madison at Turner.**

Trash / Recycling / Water / Cooking Oil Disposal

- 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.
- Wastewater must be dumped into “grey water collection barrels” located at any of the 8 Beverage Stations (see map).
- Please check with the Fair office to see if grease recycling is available
- **DO NOT DUMP GREASE OR WATER ONTO GROUND, INTO TRASH CANS OR DUMPSTERS!**

FEES & FINANCIAL ARRANGEMENTS

Location Fees (vendors MUST provide canopy and tables)

Food Cart (1 wristband for staff)	\$200
10' x 15' Space (5 wristbands for staff)	\$350
10' x 20' Space (7 wristbands for staff)	\$425
10' x 25' Space (10 wristbands for staff)	\$500
10' x 30' Space (13 wristbands for staff)	\$575
10' x 35' Space (15 wristbands for staff)	\$650

Optional Fees

Electricity (up to 4 appliances)	\$175
Additional Electricity (up to 5 – 8 appliances)	\$175
Liability Insurance for each booth location	\$135

Post-Event Gross Sales Fees

20% Standard Booth

25% Premium Booth (Corner Booths, King William 100 block, Washington 200 block)

- **Gross Ticket Sales** is defined as the number of Tickets collected and multiplied by \$1.00.
- **Gross Ticket Sales Fees** are based on a percentage of Gross Sales.
- **Net Ticket Sales** is defined as **Gross Ticket Sales** minus **Gross Ticket Sales Fee**.
- **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.**
- The amount of Vendor check will be based on Gross Sales less Gross Sales Fees and less Miscellaneous Fees.
- Checks will be made out to the name that is on the W9.
- Checks will be available to pick up the Friday after the Fair, May 3, from 10 am – 2 pm at the King William Association office, 122 Madison. If not picked up, the check will be mailed the following week.
- Vendor has until Friday, May 10, to contest any amount.

- **If Vendor contests the amount, Vendor commits to hand-counting tickets with KWF.**
- By depositing the check, Vendor agrees that KWF calculations are correct.
- Checks for non-profit entries will be issued only to the name listed on the 501(c)(3) determination letter.

Penalty Fees

Penalty Fees correspond to any charges incurred by violations to the KWF Policies & Operating Procedures.

- KWF reserves the right to deduct damages and penalties from final gross sales.
- If Vendor accepts cash, vendor will be immediately shut down and will not be invited to participate in future events. Vendor will forfeit **all** booth fees and revenue.
- Vendor **MUST** go through final check out procedures or a \$200 fee will be deducted from your gross sales.
- If trash is left in your booth space, a \$100 fee will be deducted from your gross sales.
- If grease or water is left on the street, a \$100 fee will be deducted from your gross sales.
- If enough electrical outlets have not been ordered by the vendor one week prior to Fair Day and results in multiple calls to the electrician or additional electrical lines must be installed by the electrician on the day of the Fair, a \$250 penalty fee will be deducted from the vendor's gross ticket sales.
- Any bank charges for returned checks will be deducted from your gross ticket sales.

Cancellations and Refunds

- **No refunds will be made to vendors who cancel after March 18, 2024. There are no exceptions to this rule.**
- The King William Fair is held outdoors rain or shine. No credits or refunds are issued if the KWF is affected by forces of nature beyond our control.
- We will not cancel the KWF unless informed by state, city or local officials that it will be in the best interest of safety for all.

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.
- KWF 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.**

Insurance

- Liability insurance listing the King William Association and The Fiesta Commission as additional named insureds is required, and a copy must be on file **one week** 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 4, 2024).

THANK YOU AND HAVE A GREAT FAIR!