



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

**King William Fair**  
**Saturday, April 27, 2024**  
**9:00 am – 6:00 pm**

**Texas Wine Garden Policies & Procedures**

**IMPORTANT DATES & DEADLINES**

**Pre-Fair set-up** – Friday, April 26, 2024 (6 pm - 9pm), **NO SET UP ALLOWED BEFORE 6 PM**

**Fair Day set-up** – Saturday, April 27, 2024 (6 am – 8 am), vehicles towed at 8:00 am at owner's expense

**Show Date** – Saturday, April 27, 2024 (9 am – 6 pm)

**Fair Day Breakdown** – Saturday, April 27, 2024 (6 pm – 8 pm)

**IMPORTANT PHONE NUMBERS**

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

Mireles Party Ice for pre-ordered ice: Jesse at 210-842-1977

**Health Permits**

- Fees for health permits are included in Vendor Booth Fee.
- **KWA will purchase the health permits for you and will give it to you during Friday set up or the morning of the Fair.**
- Health inspectors will inspect vendor booth on the morning of the Fair.
- Health Permits must be displayed at your booth on the day of the Fair.
- Health and regulations must be observed by all workers at all times.

**Compliance**

- Vendors **MUST** check IDs for all wine sales/tastings.
- Vendors can sell single servings (plastic containers only), and bottles. Flights are also allowed.
- Vendors must get their own alcohol permit; the King William Fair will supply you with a letter for TABC.

**Wine Sales**

- All wine sales are by Tickets only. Vendors may set own prices.
- Each booth will receive a labeled Ticket Bucket during Friday's set up or the morning of the Fair.
- 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.
- No tip jars are allowed.
- **Vendor must return labeled ticket bucket by 7:00pm on Fair Day to the King William Association Office at 122 Madison at Turner.**

**Ice**

- Ice purchased from Mireles Party Ice (MPI) must be pre-purchased using the form provided by MPI.
- You will need to submit your ice order form directly to MPI either by email or by mail.
- Pre-ordered ice will be delivered to your booth in the morning.
- If you need additional ice on Fair Day and did not pre-order it, you may **PICK UP** and pay for bags at the ice trailer (location TBD). Only cash will be accepted for additional ice on Fair Day.
- Shaved ice needs to be ordered in advance as the ice vendor will not have extra on site.

## Booth and Frame Signage

- Vendors are responsible for all signage on their booth (make it bright and easy to read).
- Vendor must provide all items needed for operation, including tables, a canopy, display needs, table covers, appliances, menu signs, identification signs, etc.
- Booth Spaces are 10'x10'.

## ATMs

- ATMs are located in the Fair Zone for guests.
- No monetary change or banking is available through the King William Fair

## Set-Up and Breakdown

- 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.

## Trash / Recycling / Water

- 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
- Each booth will have a map posted with directions for the trash and recycling dumpsters.
- 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).
- **DO NOT DUMP WATER ONTO GROUND, INTO TRASH CANS OR DUMPSTERS!**

## Fees

- \$200 per 10'x10' booth space

## Post-Event Gross Sales Fees

- A 10% fee will be subtracted from your Gross Ticket Sales.
- Gross Ticket Sales is defined as the number of tickets collected and multiplied by \$1.00.
- 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.
- 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.
- Checks will be made out to the name that is listed on the W9.
- 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.

## 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.
- The King William 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.

## 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](http://www.window.state.tx.us)) or by calling 1-800-252-5555.

**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 one week prior to Fair Day.

**Security**

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 security officers or call the King William Fair at 210-271-3247.

**Parking**

Limited vendor parking all day Saturday, April 27, 2024, is located at the H-E-B headquarters. Entry is with your assigned Entry & Parking Pass ONLY. Early morning parking will also be available on neighborhood streets surrounding the Fair Zone. Please observe any parking restriction signs that are posted.

**THANK YOU AND HAVE A GREAT FAIR!**