

FOR HELP AND INFORMATION  
CALL  
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Welcome to the  
KING WILLIAM FAIR (KWF)  
April 27, 2013

TO PURCHASE ICE  
CALL (210) 842-1977  
THEY WILL DELIVER TO  
INDIVIDUAL BOOTHS

Food Vendor Policies and Operating Procedures

**MANDATORY FOOD VENDORS MEETING**

1. Thursday, April 11, 2013 at 6:00 pm, Blue Star Brewing Co., 1414 South Alamo St., 78204
2. Vendors will receive a map with location assignment and booth number.
3. Vendors will receive five complimentary admission wristbands per paid booth space.
4. Discounted admission wristbands will be available for purchase at \$6 each at this meeting only.
5. All workers in booth will need to wear an admission wristband (\$10 value).

**FAIR PARTICIPATION FEES**

**1. BOOTH SPACES**

- a. Vendor selects size of space and KWF determines the location.
- b. Booth fees for vendor spaces are as follows:
  - **SINGLE:** 8' x 16' space includes one 8 x 8 frame with canopy (no table). Space under canopy is 8' x 8' with 8' x 8' as open air space ----- **-\$300.00**
  - **DOUBLE:** 8' x 24' space includes two 8 x 8 frames with canopies (no table). Space under canopy is 8' x 16' with 8' x 8' as open air space ----- **\$425.00**
  - **TRIPLE:** 8' x 32' space includes three 8 x 8 frames with canopies (no table). Space under canopy is 8'x24' with 8' x 8' as open air space ----- **\$550.00**
  - **TRUCK SPACE:** No electricity available – Vendors must run own generator, only quiet ones, please ----- **\$350.00**

**2. SECURITY DEPOSIT**

- a. The booth space must be left clean and not damaged and the proper checkout procedures must be followed.
- b. Any violation of these Policies and Operating Procedures, or if your booth space is not clean or is damaged, a \$200 fee will be deducted from your gross ticket sales.
- c. Any bank charges for returned checks will be deducted from your gross ticket sales.
- d. Vendor **MUST** go through final check out procedures or the \$200 fee will be forfeited.
- e. KWF reserves the right to deduct damages and penalties from final gross ticket sales.

**3. OPTIONAL FEES**

- a. **\$175.00** 110 Electrical Power - for maximum of 4 appliances
- b. **\$175.00** 110 Electrical Power Additional - for more than 4 appliances
- c. **\$ 75.00** One Additional 8' x 8' Booth Frame only
- d. **\$ 90.00** One-day "User Policy" Insurance - for first booth
- e. **\$ 65.00** One-day "User Policy" Insurance - for each additional booth

**4. POST EVENT SALES FEE**

- a. 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.
- b. The amount of Vendor check will be based on Gross Ticket Sales less Gross Ticket Sales Fees and less Miscellaneous Fees.
  - **Gross Ticket Sales** is defined as the number of tickets collected and multiplied by \$1.00.
  - **Gross Ticket Sales Fees** are based on a % of Gross Ticket Sales. (See chart below).

- **Net Ticket Sales** is defined as Gross Ticket Sales minus Gross Ticket Sales Fee.
- **Miscellaneous Fees** correspond to any charges incurred by violations to the KWF Policies and Operating Procedures. Damages not covered by security deposit will be deducted from the final check.

POST EVENT RENTAL FEES	\$0 - \$999	\$1,000 +
Standard Location & Food Trucks	0%	20% of total of Gross Ticket Sales
Premium Location	25% of total of Gross Ticket Sales	25% of total of Gross Ticket Sales

- c. Checks will be available for pickup the Friday after the Fair (May 3rd) from 10:00 a.m. – 2:00 p.m. at the King William Association office, 1032 S. Alamo Street. If not picked up, we will mail the check on Monday, May 6<sup>th</sup>.
- d. Vendor has until May17th to contest any amount.
- e. If Vendor contests the amount, Vendor commits to hand-counting tickets with KWF.
- f. By depositing the check, Vendor agrees that KWF calculations are correct.
- g. Checks for non-profit entries will be issued only to the name listed on the 501(c)(3) determination letter.

**5. CANCELLATIONS AND REFUNDS**

- a. If Vendor decides not to participate, KWF will refund 100% of fees if notice is received in writing before April 1, 2013.
- b. No refunds will be made to vendors who cancel after April 1, 2013. There are no exceptions to this rule.
- c. 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.
- d. 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.

**SALES METHOD**

**1. TICKET SALES**

- a. All food and beverage sales are by **tickets only** (\$1.00 each).
- b. If Vendor accepts cash, vendor will be immediately shut down and will not be invited to participate in future events. No refunds will be made on prepaid fees.
- c. Pricing for food items must be posted on the front of Vendor booth in a manner that is easy for the public to read.
- d. ALL PURCHASERS MUST BE WEARING A WRISTBAND – NO EXCEPTIONS! If Vendor sells anything to purchasers without wristbands, King William Fair may immediately shut vendor down.
- e. No tip jars are allowed.

**2. SALES TAX**

- a. 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.
- b. 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.
- c. KWF also understands that many non-profit organizations will be exempt from paying sales tax on the Net Ticket Sales for items sold during the event, if they use their “tax free day.”
- d. Taxes are not being collected or withheld on Gross Ticket Sales. You are responsible for taxes if applicable on the Net Ticket Sales you receive.

### 3. ATM

- a. ATM's are located in the Fair Zone for guests.
- b. No monetary change or banking is available through the King William Association.

## FOOD SERVICE GUIDE LINES

### 1. COOKERS

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

### 2. ELECTRICAL

- a. Electricity is available in limited locations and **only** if Vendor paid for it in advance of Fair Day.
- b. Electricity is \$175 for a maximum of 4 appliances. If Vendor has more than 4 appliances, Vendor will need to purchase an additional electrical connection at \$175.
- c. Please do not cut loose any cords that have been zip tied to the booth by the King William Fair electrician, these are placed above the ground for safety reasons.
- d. Generators of any size, freezers, or refrigerators are not allowed at the Fair, unless approved by the Food Committee prior to the Fair.
- e. No vendor may obtain electricity from houses.
- f. Plug strips and extension cords shall connect directly between King William Fair electrical circuits and devices.
- g. All electrical wiring and appliances shall be UL Listed, and used as intended.
- h. Extension cords shall be rated for at least 15 amps (Heavy Duty).
- i. Plug strips shall include circuit breakers.
- j. All electrical outlets shall be protected from and/or positioned to avoid exposure to moisture.

### 3. GENERATORS FOR FOOD TRUCKS

- a. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours.
- b. Generators shall be isolated from contact with the public and be as quiet as possible.

### 4. HEALTH & FIRE PERMITS

- a. Fees for health and fire permits are included in initial Booth Fee.
- b. Health and fire inspectors will inspect vendor booth on the morning of the Fair.
- c. Health and Fire Department regulations must be observed by all workers at all times.
- d. FIRE EXTINGUISHER REQUIREMENTS
  - At least one 2A 10 B;C fire extinguisher
  - A "K" type extinguisher will be required for deep fat fryers with an area of 5 cubic feet or more with up to 80 pound cooking capacity. Additional "K" extinguishers will be required for each 80-pound capacity.
  - All fire extinguishers shall have a current (within a year) inspection sticker from licensed extinguisher company or provide proff that extinguisher is new (store receipt)

### 5. ICE

- a. Ice can be purchased directly from the ice vendor and will be delivered to Vendor booth at Vendor expense. Call Mireles Ice at (210) 842-1977.

## 6. INSURANCE

- a. 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 a one day coverage through the King William Fair and The Fiesta Commission if you do not have coverage.

## 7. BOOTH FRAME AND SIGNAGE

- a. Any damages to the booth and its components will be deducted from security deposit or final sales.
- b. Do not place hot items near the skirting.
- c. Only zip ties are allowed to hang signs. NO TAPE is allowed. If tape is used on any portion of the booth or the skirting, security deposit will be forfeited.
- d. Vendors are responsible for all signage on their booth (make bright and easy to read).
- e. Pricing for food items must be posted on the front of booth in a manner that is easy for the public to read.
- f. Vendors set own pricing, based on tickets of \$1.00 increments.
- g. Vendor must provide all items needed for operation, including tables, display needs, table covers, appliances, menu signs, identification signs, etc.

## 8. RESPONSIBILITY

- a. If Vendor sells items that were not on the menu pre-approved by the King William Fair, booth will be shut down and Vendor will forfeit all booth fees.
- b. Each Vendor is responsible for activity within their vendor space.
- c. Stay within assigned location; do not encroach on other spaces.
- d. Do not block driveways or intrude on private property.
- e. Sidewalks and medians must be kept clear - *do not* store items or boxes there.
- f. Be mindful of landscaping and plantings between the curbs and sidewalks.

## 9. SAFETY REPORTING

- a. 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 Office at (210) 224-7544.

## SET-UP AND BREAKDOWN

1. 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 this pass displayed on the dashboard will be permitted past the barricades.
2. 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.
3. **Set-up on Friday begins at 6:00 p.m. and ends at 8:00 p.m.**
4. **Set-up on Saturday begins at 6:00 a.m. and ends at 8:00 a.m.**
5. Vehicles will not be allowed to enter after 8:00 a.m. on Saturday. If Vendor vehicle is still within Fair Zone boundaries after 8:30 a.m., Vendor will be ticketed or towed by the police at own expense.
6. The checkout process will not begin until 5:30 p.m. The Fair ends at 6:00 p.m.
7. Vendor vehicles are allowed back into the Fair Zone at 6:30 p.m. All booth contents should be removed by 8:30 p.m.

## CHECKOUT AND CLEAN-UP

### 1. CHECKOUT PROCESS

- a. KWF will start checking booths out at 5:30 p.m.

- b. Vendor must meet with a member of the KWF Food Committee to approve the cleanliness of booth.
- c. Booth space will be inspected for trash and debris.
- d. Security deposit may be forfeited for trash, grease dumping, or water dumping.
- e. If Vendor leaves before proper checkout procedures have been followed, Vendor will forfeit security deposit regardless of the condition of booth space.
- f. If Vendor chooses to close early, please have someone stay behind to complete the checkout process.
- g. Vendor must return labeled ticket bucket by 7:00 p.m. on Fair Day to the King William Association office at 1032 S. Alamo Street, 78210, between Sheridan and Beauregard.

## 2. TRASH/RECYCLING/WATER/COOKING OIL DISPOSAL

- a. The appearance of the booth is very important to the overall appearance of the Fair, keep it clean!
- b. **DO NOT USE THE TRASH BARRELS SET OUT FOR FAIR GUESTS.**
- c. Each booth will have a map posted with directions for the trash and recycling dumpsters.
- d. 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.
- e. Break down any cardboard boxes and place them in the recycling dumpsters.
- f. Wastewater must be dumped into "grey water collection barrels" located at beverage stations.
- g. Please check with the Fair office to see if grease recycling is available
- h. **DO NOT DUMP GREASE OR WATER ONTO GROUND, INTO TRASH CANS OR DUMPSTERS!**

## GENERAL INFORMATION

### 1. ADMISSION FEES

- a. \$10 admission - Children 15 and under are free.
- b. Admission wristbands are available to purchase in advance of the Fair at the Fiesta Store, 2611 Broadway, and on Fair Day at any of the admission gates.
- c. Discounted wristbands will be available at the Mandatory Food Vendors meeting at \$6.00 each

### 2. HOURS OF OPERATION/SELLING TIME

- a. Ticket booths begin selling no later than 8:00 a.m.
- b. The Parade steps off at 9:30 a.m.
- c. The Fair officially opens at 9:30 a.m.
- d. Vendor may begin selling food as soon as tickets are sold. **NO CASH SALES ALLOWED.**
- e. The Fair closes at 6:00 p.m., and Vendor may begin breaking down then or earlier if Vendor chooses. However, checkout by the Food Committee will not begin until 5:30 p.m.
- f. Ticket buckets from sales on will be due in the King William office no later than 7:00 p.m.

### 3. PARKING

- a. Cars parked within the Fair Zone after 8:30 a.m. on Saturday will be towed at the owner's expense.
- b. Limited vendor parking is located at Brackenridge High School with a Vendor Pass which you will receive at the Mandatory Food Vendors Meeting. This lot is about seven blocks from the Fair Zone and easy to walk in about 10-15 minutes.
- c. Limited vendor parking is also located at United Way, 700 S. Alamo with a Vendor Pass.
- d. **Complimentary shuttle service will be provided from Brackenridge High School on S. St. Mary's to the Fair Zone at S. St. Mary's and Madison St. The Enterprise van will be making a continuous loop from 7:00-9:00 AM and 5:30-7:30 PM**
- e. Limited parking is available on the surrounding neighborhood streets.

## **FOR MORE INFORMATION**

Call the King William Fair Messaging Center at (210) 271-3247 and leave a detailed message or visit us at [www.kwfair.org](http://www.kwfair.org). We will try to answer questions, but with limited staff we are unable to discuss issues that are addressed in these Policies and on the website.