



KING WILLIAM *fair*

Policies and Procedures Kids Kingdom

Hours of Operation / Selling Times for the King William Fair Saturday, April 29, 2017

- Pre-Fair Setup Friday, April 28th, 4:00 pm - 9:00 PM
- Ticket Booths Open 8:00 AM
- Parade Kicks Off 9:00 AM
- Fair Day Hours 9:00 AM - 6:00 PM you may sell as soon as tickets are sold to public
- Fair Day Set-Up 6:00 AM - 8:00 AM vehicles towed at 8:30 AM at owner's expense
- Fair Day Breakdown 6:00 PM - 8:00 PM vehicles allowed back in at 6:30 PM

Please note: All Kids Kingdom activities are by TICKETS ONLY (\$1.00 each). Absolutely NO CASH SALES before, during, or after Fair hours. Tickets should be accepted only from those wearing a Fair wristband.

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 a specially assigned HEB lot on S. Flores with your official KWF 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.
- 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 Ticket 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 Office at (210) 227-4217.

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 within the first work-week following your receipt of acceptance. 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 KWF Entry & Parking Pass).
- Only vehicles with the KWF 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 Cesar 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 between 4:00 PM and 9:00 PM with the KWF 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 ticket 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 \$8 each (regularly \$10 each).
- 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:

- Tickets are weighed and not counted. Each vendor is responsible for safe guarding and delivering their own tickets. You may count tickets prior to turn-in if you wish. Wet or mutilated tickets will be hand counted after all other tickets have been processed.
- You will receive a mailed check or pickup your check at the King William Association Office, available no later than Friday May 5th between 10:00 AM and 2:00 PM. Mailed checks should arrive approximately 2 weeks after the Fair.

Ticket Procedure:

- Each vendor booth/activity must display a highly visible sign for number of tickets required.
- KWF will sell and weigh (or count) tickets for each vendor.
- Every booth/activity will be provided a plastic “ticket” bucket before the KWF opens.
- Vendors are responsible for collecting and protecting their tickets.
- Wet or mutilated tickets must be hand counted and payment may be delayed.
- The Kids Kingdom Chairman will seal and label the buckets at the close of the KWF if requested.
- Vendors are responsible for returning ticket buckets to the King William Association Office at 122 Madison St., no later than 7:00 pm on Fair Day.
- Vendors who wish to hand count their tickets must do so before returning their buckets.
- Vendors are NOT required to count or bundle tickets.

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