



# KING WILLIAM *fair*

## King William Fair (KWF)

### Texas Wine Garden: Vendor Policies and Operating Procedures

Saturday, April 27, 2019 8:00am – 6:00pm

#### IMPORTANT DATES

Pre-Fair Set-Up

Friday, April 26, 6:00pm – 9:00pm

Fair Day Set-Up

Saturday, April 27, 6:00 am – 8:00 am

Vehicles towed at 8:00 am at owner's expense

Fair Day Hours

Saturday, April 27, 8:00am – 6:00pm

You may sell as soon as people show up to your booth

Fair Day Breakdown

Saturday, April 27 6:00pm – 8:00pm

Vehicles allowed back in at 6:30pm

#### IMPORTANT PHONE NUMBERS

HELP and Information

**Noah Peterson** at 503-703-9516

**Fair Office** at 210-227-4217

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

#### Health Permits

- Fees for health permits are included Vendor Booth Fee.
- Health inspectors will inspect vendor booth on the morning 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 tastings, single servings (plastic containers only), and bottles
- Vendors must get their own alcohol permit, The King William Fair will supply you with a letter for TABC.

## Ice

- Ice purchased from Mireles Party Ice (MPI) must be pre-purchased using the form provided by MPI.
- 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 bags at the ice trailer located at 112 King William Street.
- 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, display needs, table covers, appliances, menu signs, identification signs, etc.
- Booth Spaces are 10 X 10.

## 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 & FINANCIAL ARRANGEMENTS

### Fees

\$300

\$75 Liability Insurance for each booth location if you do not have your own

**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](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 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.

### 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 Office at 210-227-4217.

### PARKING

Limited vendor parking all day Saturday, April 29, is located at the H-E-B Headquarters parking lot at 646 S. Flores at Whitely (Visitor Entrance).

Overflow parking will be available across the street at the H-E-B Culinary Academy parking lot at 641 S. Flores. Entry to both parking lots is with your Food Vendor 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.

**The King William Fair is a non-smoking event**

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