

Welcome to the
KING WILLIAM FAIR (KWF)
April 28, 2012

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 12, 2012 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. Discounted admission wristbands will be available to purchase for \$6 each. All workers in booth will need to wear an admission wristband.

FINANCIAL INFORMATION

1. BOOTH SPACES

- A. Vendor selects size of space and KWF determines the location.
- B. The 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:** 15' x 20' of space for truck length. No electricity available – Vendors must run own generator, only quiet ones, please ----- **\$250.00**
- C. Vendors will receive five complimentary admission wristbands per paid booth space.
- D. Booth Frame and Signage
 - a. Do not use tape on any portion of the booth or its skirting. Do not place hot items near the skirting. Any damages to the booth and its components will be deducted from cleaning deposit or final sales.
 - b. Vendors are responsible for all signage on their booth (make bright and easy to read).
 - c. Vendors set own pricing, based on tickets of \$1.00 increments.
 - d. Only zip ties are allowed to hang signs. **NO TAPE** is allowed. If tape is used, cleaning deposit will be forfeited.
 - 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. Vendor must provide all items needed for operation, including tables, display needs, table covers, appliances, menus signs, identification signs, etc.
- E. Responsibility
 - a. If Vendor sells items that were not on the pre-approved menu, 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.

2. 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.
- 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 cleaning deposit will be deducted from the final check.

GROSS TICKET SALES FEES	\$0 - \$999 Gross Sales	\$1,000 and above Gross Sales
Standard Location & Food Trucks	0%	20%
Premium Location	25%	25%

- C. Checks will be available for pickup the Friday after the Fair (May 4th) from 10:00 a.m. – 2:00 p.m. at the King William Association office, 1032 S. Alamo Street. Or we will mail the check on Monday, May 7th.
- D. Vendor has until May 17th to contest any amount.
- If Vendor contests the amount, Vendor commits to hand-counting tickets with KWF.
 - Please note the scale is accurate.
 - By signing 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.

3. CLEANING DEPOSIT

- A. \$200 Cleaning Deposit check will be returned at end of Fair Day as long as the booth space is clean and proper checkout procedures have been followed.
- B. Any violation of these rules will lead to forfeiture of the cleaning deposit.
- C. Any bank charges for returned checks will be deducted from the cleaning deposit.
- D. If Vendor leaves before checking out, the cleaning deposit will be forfeited.
- E. KWF reserves the right to deduct damages and penalties from final sales.

4. REFUND POLICY

- A. If Vendor decides not to participate before April 1, 2012, KWF will refund 100% of fees.
- B. After April 1, 2012, there is no refund if Vendor cancels participation.
- C. If KWF cancels the Fair before April 28, KWF will refund the booth fees and the cleaning deposit.
- D. If KWF cancels the Fair during the day on April 28, no refunds will be made except cleaning deposits.

5. 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. The KWF Gross Ticket Sales are NOT subject to Sales Taxes to the King William Fair. Only the Net Ticket Sales may be subject to Sales Taxes, depending upon your status with the State.
- C. 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.
- D. 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."
- E. Taxes are not being collected or withheld on gross sales. You are responsible for taxes if applicable on the net ticket sales you receive.

6. TICKET SALES

- A. All food and beverage sales are by **tickets only** (\$1.00 each).
- B. If Vendor accepts cash,
- Vendor will immediately forfeit any rights to the monies collected and to booth fees
 - Vendor will be immediately shut down.
- 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, Vendor will be immediately shut down.

7. 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.

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.
 - Booth space will be inspected for trash and debris.
 - Cleaning deposit may be forfeited for trash, grease dumping, or water dumping.
 - If Vendor leaves before checking out, Vendor will forfeit cleaning deposit regardless of the condition of booth space.
 - If Vendor runs out of food early or chooses to close early, please have someone stay behind to complete the checkout process.
- C. 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. LITTER-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 toward 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 "gray water collection barrels" located at beverage stations. Do not dump anything onto the ground; this is a neighborhood where people live.
- G. **DO NOT DUMP GREASE OR WATER ONTO GROUND, INTO TRASHCANS OR DUMPSTERS!**
- H. Vendor is responsible for bringing proper grease disposal containers and must remove grease containers from the grounds when departing. Be prepared to take any cooking oils or grease at the end of the day.
- I. If Vendor dumps grease on the ground or in dumpsters or trash bins, cleaning deposit will be forfeited.

COOKING AND FOOD HANDLING

1. COOKERS

- A. Charcoal or wood fueled appliances shall not be located under the food booth canopy.
- B. All barbecue pits and similar cooking devices must be in a roped area, within Vendor allotted booth space and away from Fair traffic.
- C. Vendors are responsible for bringing any necessary ropes and barricades.
- D. Acceptable fuel sources are wood, charcoal, propane and electricity.
- E. Charcoal or wood fueled appliances shall not be located within 10 feet of combustible material.
- F. Live fires shall be attended at all times.
- G. 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 our 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 one may obtain electricity from houses.
- F. Plug strips and extension cords shall connect directly between Fair electrical circuits and devices.

- G. All electrical wiring and appliances shall be UL Listed, and used as intended.
 - a. Extension cords shall be rated for at least 15 amps (Heavy Duty)
 - b. Plug strips shall include circuit breakers
- H. All electrical outlets shall be protected from and/or positioned to avoid exposure to moisture.

3. HEALTH & FIRE PERMITS

- A. Fees for health and fire permits are included in initial Booth Fee.
- B. Health inspectors will license 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. Must have a 2A 10 B;C in addition to “K” extinguisher.
 - All fire extinguishers shall have a current (within a year) inspection sticker from licensed extinguisher company or provide proof that extinguisher is new (store receipt)

4. 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.

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.

UNLOADING/SET-UP AND BREAKDOWN

1. To ease congestion in the morning and evening, streets in the Fair Zone will be one-way as shown on the provided map. Only vehicles with passes will be permitted past the barricades.
2. At the Mandatory Meeting on April 12th, Vendor will receive a Food Vendor Pass that will allow Vendor to enter the restricted Fair area with one vehicle at a time to set-up booth on Friday and Saturday. Keep the Vehicle Pass on dashboard.
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.**

VISITING THE FAIR

1. ADMISSION FEES

- A. \$10 admission, including workers and volunteers at booths.
- B. Children 15 and under are free.
- C. Admission wristbands are available to purchase for \$7 each in advance of the Fair at the Fiesta Store, 2611 Broadway, and on Fair Day at any of the admission gates.

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 10:00 a.m.
- D. Vendor may begin selling food as soon as tickets are sold.
- E. The Fair closes at 6:00 p.m., and Vendor may begin breaking down then or earlier if Vendor sell out. However, checkout by the Food Committee will not begin until 5:30 p.m.
- F. Ticket buckets from ticket sales on Fair Day 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 pass. This lot is about seven blocks from the Fair Zone and easy to walk in about 10-15 minutes.
- C. Limited parking is available on the surrounding neighborhood streets.

4. 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.

5. SEATING AREAS

- A. Tables and chairs with umbrellas and picnic table will be available for Fair visitors to sit and eat within the Fair Zone.

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. 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.

THANK YOU AND HAVE A GREAT FAIR!