



Fiesta Arts Fair Food Vendor Information

Fiesta Arts Fair (FAF) is a two-day event that takes place the first weekend of Fiesta San Antonio. The event is organized by UTSA in partnership with UTSA Alumni Association and is located on the UTSA Southwest historic campus and picturesque grounds in downtown San Antonio. This annual fundraiser attracts 10,000 patrons and supports the many community programs of UTSA Arts. Selected applicants will be issued a one-year agreement based on the terms of the FAF Food Vendors Guidelines, Rates & Policies and other mutually agreed upon terms to be executed after the selection process is completed.

For profit food service vendors as well as non-profit organizations may apply. Selected vendors are required to be present during the entire time of the Fair.

Concession Types, Sizes and Locations

Fiesta Arts Fair will strive to offer a variety of food vendors in hopes of not overlapping food selections.

FAF is a family-oriented event and therefore encourages food vendors with menu items targeted to adults as well as children.

- All water and sodas will be sold exclusively by UTSA Fiesta Arts Fair. The following exceptions are allowed: coffee, tea, lemonade or aqua frescas, shakes or smoothies. Alcoholic beverages are sold through one contracted vendor only selected by UTSA Fiesta Arts Fair.
- Food Vendors will have a variety of booth sizes and locations to select from and multiple concession locations exist throughout the footprint of the Fair and include parking for food trucks or trailers.

Food Vendor Rates, Policies and Operating Procedures

Important Dates:

Food Vendor Booth Request and Agreements due: February 28

Menu and Pricing List and proof of Liability Insurance coverage due: March 18

Food Vendor Set-up for heavy equipment or trailer delivery: Thursday, April 18-Friday, April 19

Fair Hours of Operation: Saturday, April 20, 10:00am – 6:00pm and Sunday, April 21, 11:00am – 5:00pm

Food Vendor Fees:

Fees for Food Vendors at Fiesta Arts Fair include: a space fee, percentage of their Gross Ticket Sales based on a sliding revenue scale of 15% – 25% and a security deposit. Space fees include health and fire permits, and menu board & pricing signage. A covered canopy booth and electricity can be added for an additional charge. Food Vendors will receive a limited number of Vendor wristbands per paid booth space (additional badges are available for a discounted price) and a limited number of parking passes for free nearby parking.



Food Vendor Space Fees:

Booth Type	Size	Fee	Wristbands	Parking Passes
Food Cart	8' x 8'	\$150	4	2
Food Truck	10' x 16'	\$175	6	4
Single Booth	10' x 15'	\$175	10	6
Double Booth	10' x 23'	\$225	20	12
Triple	10' x 31'	\$300	30	18

Add-Ons:

Covered Booth Canopy	8' x 8'	\$100 each		
110v/10a outlet		\$75 each		
220 outlets		\$100 each		

Gross Ticket Sales

- Food Vendors will collect tickets for all food sales and Fiesta Arts Fair will receive a percentage of all food sales based on a sliding revenue scale.
- Tickets are sold in \$1.00 increments and food items should be set accordingly.
- Food Vendors will receive payment from UTSA Alumni Association based on the Gross Ticket Sales, less additional fees not paid in advance, no later 3 weeks following the event.
- Gross Ticket Sales are determined by weight. Food Vendors will receive specific collection buckets for ticket collection. Any tickets turned in wet or mixed with trash will delay processing. Only dry tickets can be weighed.
- Vendors must return labeled ticket buckets 30 minutes following the closing hour of the Fair each day.

Gross Ticket Sales Percentages	\$0 – \$1499	\$1500 – \$3000	\$3000+
Food:	15%	20%	25%
Alcohol: (authorized)	35%	35%	35%

Security Deposit

- New vendors may be required to pay a \$100 Security Deposit once the applicant has been accepted by the FAF Review Committee to ensure their space, as well as to ensure that the premises are left clean and booth canopy is free of damage.
- The deposit will be refunded at the end of the Fair if the booth space has been left clean and free of food and other debris and booth canopies or other items undamaged.



Booth Canopies & Tables

- Vendors may provide their own tents and service tables or may select to rent them for an additional fee.
- Rental canopies are 8' x 8' frame with 3-sided skirt wrap & top, and a front facing counter.
- Any damages to the booth canopy will be deducted for the security deposit &/or final sales payment.
- Only zip ties are allowed for attaching any item to the provided canopy.
- Hot items should not be placed near the canopies plastic skirting or covering.
- Food Vendors must provide all items needed for operation: tables, appliances, extension cords, service ware, trash receptacles and bags, and hand washing stations.
- Canopies will undergo Fire Inspection and must be fire resistant.

Electrical Fees

- Electricity is available to most vendor locations and only if requested in advance.
- Electricity for each 110volt/10 amps electrical, outlet box for a maximum of 4 appliances or 220-volt option.
- Keep hot charcoal away from electrical cables to prevent damage.
- Generators are not permitted in Booth Spaces. Refrigerator Trucks parked off-site may run generators, and Food Trucks are encouraged to use electrical hook-up in some areas but may run quiet generators only in some locations with prior approval of FAF.
- All electrical wiring and appliances shall be UL Listed and used as intended.
- Extension cords shall be rated for at least 15 amps (heavy duty.)
- Plug strips must include circuit breakers.
- All electrical outlets must be protected for and positioned to avoid exposure to moisture.

Cooking Methods

- Acceptable fuel sources for cooking are wood, charcoal, propane, and electricity. Sternos may be used for keeping food warming.
- Charcoal nor wood fueled appliances shall not be located under tents or canopies.

Storage and Refrigeration

- All vendors must maintain their supplies inside or directly behind their booths.
- Vendors may have the option of parking a supply trailer or refrigerate. Arrangements must be approved by FAF prior to setup.
- Access to refrigeration may be arranged on a case-by-case basis.
- UTSA will have ice freezers on site during the Fair. Food Vendors may purchase bags of ice from UTSA. Cost for ice will be deducted from the Food Vendor payout.

Cancellations and Refunds:

- If a vendor must cancel their participation, Fiesta Arts Fair must be notified in writing.
- Cancellations must be received prior to March 15, cancellation after that date may result in a \$50 penalty.
- Fiesta Arts Fair is held rain or shine. No credits or refunds are issued if the Fair is affected by forces of nature beyond our control.



Sales Tax:

- The 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.
- Taxes will not be collected or withheld on Gross Ticket Sales. You are responsible for taxes applicable on the Net Ticket Sales you receive.
- A copy of the Food Vendors Sales Tax Certificate should be posted onsite during FAF.
- Tax Permits and more information can be found at the State Comptroller's website or calling 1-800-252-5555.

Insurance

- **Proof of liability insurance listing UTSA, UTSA Alumni Association, Fiesta Arts Fair, and The Fiesta Commission as additional named insured is required.**
- Certificate of insurance is due by March 1.
- Two-day liability insurance is available for purchase through Kaliff Insurance.

Health & Fire Permits

- Fees for health and fire permits are included in the Food Vendor space fee.
- If you are a mobile cart or food truck and maintain your own permits, please send a copy of your permit along with your insurance certificate.

Menu & Signage

- FAF will provide Food Vendor with signage of approved menu items and coupon prices.
- Food Vendors may supply their own promotional banners for use on their booth or rented canopy.

Smoking

- FAF is a smoke-free Fiesta event, no exceptions— please, no smoking or vaping.

Responsibility

- Food Vendors are allowed to only sell items pre-approved by the Fiesta Arts Fair Committee; changes or substitutes may only be made with prior consent of FAF.
- Food Vendors are expected to professionally staff their booth areas.
- Food Vendors are expected to stay within their assigned location and not encroach on neighboring spaces.
- Accidents should be reported to the Food Vendor Coordinator.
- Food Vendors must provide impervious floor covering in areas not located on concrete or rolled asphalt.

Set-up & Hours

- Food Vendors are allowed to set up as early as the Thursday afternoon prior to FAF.
- Set-up must be completed by 8:00am on Saturday morning and ready for health inspection.
- Food Trucks will be allowed on site 3 hours before the start of the Fair. Food Trucks will need to relocate their vehicles an hour after the Fair closes.
- All Food Vendors must be ready to open for business when the Fair opens to the public: 10:00am on Saturday and 11:00pm on Sunday and remain on site each day until the Fair closes.



Break-down and Clean-up

- Food Vendors may begin breaking down at 5:00pm on Sunday following the close of the Fair.
- Food Vendors have the option of removing heavy equipment the following Monday between 8:00am – 2:00pm.
- Vehicles for load-out will not be allowed into the loading area until the Food Vendor's booth is packed, and authorization granted by staff or security monitoring load-out.
- Booth spaces will be inspected for trash and debris following the close of the Fair.

Food Sanitation & Safety

- Fiesta Arts Fair expects all Food Vendors to maintain a clean and safe food preparation environment.
- Food Vendors will adhere to food safety and sanitation requirements according to the guidelines set for Temporary Food Establishments by the San Antonio Metropolitan Health District.
http://www.sanantonio.gov/Portals/0/Files/health/FoodLicensing/TEMP_EVENT_REQUIREMENTS.pdf?ver=2014-08-12-132635-287
- Food Vendors will maintain a hand-washing station within their provided booth space.
- Each booth shall have at least one 2A 10 B, C fire extinguisher.
- Fire extinguishers shall have a current inspection sticker from a licensed extinguisher company or provide proof that extinguisher is new.
- 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.

Trash/Recycling

- Fiesta Arts Fair expects all Food Vendors to maintain a clean and safe food preparation environment.
- Food Vendors will have access to commercial dumpsters during the Fair for disposal of solid food waste.
- To comply with the City of San Antonio's Green Events Ordinance, Fiesta Arts Fair participates in recycling of cardboard, aluminum, plastics. A recycling dumpster will be on site.
- We encourage food vendors to consider donating unused food to a food bank or shelter, as well as composting food scraps as well as compostable paper/wood products.
- Foam containers are not to be used for food service items or beverages.
- We discourage the use of plastic utensils.
- Wastewater dumping will be in designated areas only.
- Grease recycling is the responsibility of the Food Vendor to remove it from the FAF premises. Please take recycled cooking oil with a verified vendor.
- Food Vendors should bring and use their own trash containers and trash bags.
- Temporary cardboard trash containers set out for use by FAF patrons are not to be used by Food Vendors.

Parking

- Fiesta Arts Fair has no on-site parking. Carpooling and ride share encouraged; and the event is located on several main downtown bus routes.
- Food Vendors are allowed service access for loading and unloading purposes only.
- Food Vendors will receive a limited number of parking passes to off-site parking, located within a 5-10-minute walk from the Fair site.