



Presented by

Canon



**2019 ARTISANS AT BALLOON FIESTA
JURY SUBMISSION
AND APPLICATION PACKET**

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®
4401 ALAMEDA BLVD NE
ALBUQUERQUE, NM 87113
PHONE: 505-821-1000
FAX: 505-828-2887



INSTRUCTIONS FOR COMPLETING APPLICATION

Thank you for your interest in being an artisan at the 2019 Artisans at Balloon Fiesta, held onsite during the 48th Albuquerque International Balloon Fiesta, October 5 – 13, 2019.

Please read all instructions, the entire application, and the Artisan Handbook carefully. **There are changes from previous years.**

This jury entry and application is neither an offer, nor a guarantee of space. There is no category quota. AIBF reserves the right to create show balance or to re-categorize work.

Jury entry and application packets must include all required information. **Incomplete applications will not be accepted or considered.** Be sure to provide accurate information, as it will be the sole representation of your business for the selection process.

If you are applying in multiple categories, **you must submit a separate jury entry and application for each one.** Be sure that each application is complete! Only one booth per artist is permitted regardless of the number of categories accepted.

Each application is evaluated individually and not on a first come, first served basis. By submitting an application, you understand that your images may be used for advertising and editorial purposes.

If you have a current City of Albuquerque Business Registration Permit, you must submit a copy with your application (unless noted that AIBF will obtain for you).

Completed jury entry and applications must be received in the AIBF office by March 15, 2019. You will be notified by the end of April as to the results of the jury.

If accepted and an agreement is issued:

- **Final balances and paperwork are due to AIBF by June 1, 2019.** Payment plans are available.
- All work exhibited must be original work, created by the artist. Original artists must be present during the entire show; no representatives/agents may replace the original artist.
- Artists may display work only in the categories for which they are accepted. If work is exhibited that does not reflect the quality and nature of the work juried, or which does not meet AIBF standard and guidelines, action will be taken. AIBF reserves the right to remove an artist without refunding fees.
- Signed and numbered offset limited edition reproductions and giclée reproductions of hand-created works will be allowed but must be labeled as reproductions and confined to a single area. Only original artwork will be permitted on booth walls. Photographs and Digital Art prints shall be considered original artwork.
- The following will not be accepted or permitted:
 - Mass reproductions
 - “Buy and sell” merchandise
 - Photos/photocopies of artwork
 - Framed mechanical reproductions
 - Commercial, manufactured, or kit work, including use of commercial molds, patterns, blanks, dies, machined screened patterns, mass production, factory produced wearables



Return completed application packets via:

Mail:

AIBF

Attn: Artisans at Balloon Fiesta

4401 Alameda Blvd NE

Albuquerque, NM 87113

Fax:

505.828.2887

Email:

ehahn@balloonfiesta.com

DEFINITIONS OF CATEGORY

Basketry

Functional and sculptural works where the material used is woven or plaited

Ceramics

Functional and sculptural work where the primary material is clay

Digital Art

Computer generated works from the mind and hand of the artist, rendered using computer programs to significantly manipulate or alter source material(s) such as scans or digital files

Drawings

Works in pencil, graphite, charcoal, colored pencil, chalk, wax, crayons, pastels, ink, etc.

Fiber

Wearable and non-wearable decorative works where the primary material is fiber

Furniture

Work where the primary intention is furniture, including clocks, lamps, etc.

Glass

Functional and sculptural works crafted in a stained, hand-formed, hand-worked, hand-blown, hand-cast, molded, kiln formed, etched, slumped, fused, cold working, and/or non-sculptural style

Jewelry

All jewelry made from precious, semi-precious, or non-precious metals, stones, or other materials, such as glass, clay, gems, beads, paper, pebbles, fiber, wood, leather, polymer clay, lab created gems, found objects, or other non-traditional jewelry media, etc.

Leather

Work where the primary material is leather, including belts, handbags, wearables, and sculptural

Metal

Functional, sculptural, or decorative non-jewelry works where the primary material is metal



Mixed Media

Work where the primary intention is the union of two or more media or any form of art that does not easily fit into other categories, including soft sculptures, gourd art, musical instruments, etc.

Paintings

Works may be in oil, acrylic, watercolor, alkyd, casein, gouache, pastel, and tempera. Framed prints are allowed. Matted reproductions must be in bins and may not be displayed on walls

Paper

Functional and sculptural work created primarily from handmade paper

Photography

Two-dimensional artwork generated from photographic images created by the artist with a camera using traditional film or digital media. Prints may be generated using either traditional darkroom or digital techniques and printed on two-dimensional output media

Printmaking

Printed works, which are hand manipulated by using etching, engraving, silk-screening, stone and plate lithography, linoleum block or woodcut, etc.

Specialty Foods & Products

Items including specialty foods, skincare products, soaps, candles, etc.

Wood

Functional and sculptural works that are hand-tooled, machine worked, turned, or carved and are crafted primarily from wood

APPLICATION PACKETS MUST INCLUDE THE FOLLOWING:

- Jury Entry and Application – Must complete all fields
 - Exhibit A – Must include descriptions and retail prices for items you plan to sell at Balloon Fiesta. If a contract is issued, it will be assigned on the basis of this list only; please be thorough
 - One Photo of Artisan Booth – If you do not have a booth image, provide an image of your products grouped for sale. The name of your booth must not appear. Non-returnable
 - One Photo Each of Five Different Pieces – Digital images not to exceed 2MB each. Each image must include an image number, title, size of the original piece, type of media, and retail price. The name of your booth must not appear on any of the images or titles. Non-returnable
 - Booth Layout Form – Must complete all fields
 - Current City of ABQ Business Registration Permit (unless noted that AIBF will obtain for you)
 - Handbook Acknowledgement Form – Must complete all fields
 - \$35.00 Jury Fee – A non-refundable jury fee per category must be paid at the time of submission. Checks should be made payable to AIBF
 - 2019 Artisan Jury Entry and Application Checklist & Agreement – Must complete all fields
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IF ACCEPTED BY THE JURY COMMITTEE, BOOTH FEES ARE AS FOLLOWS:

BOOTH SIZE	BOOTH FEE	CABQ BUSINESS REGISTRATION	CABQ TEMPORARY FOOD PERMIT*
10'x10' STANDARD	\$1,700.00	\$35.00	\$25.00
10'x10' CORNER	\$2,000.00	\$35.00	\$25.00
10'x10' END CAP	\$2,300.00	\$35.00	\$25.00
15'x10' STANDARD	\$2,550.00	\$35.00	\$25.00
15'x10' CORNER	\$2,850.00	\$35.00	\$25.00
15'x10' ENDCAP	\$3,150.00	\$35.00	\$25.00
20'x10' STANDARD	\$3,000.00	\$35.00	\$25.00
20'x10' CORNER	\$3,200.00	\$35.00	\$25.00
20'x10' ENDCAP	\$3,800.00	\$35.00	\$25.00

***Only artisans selling food/consumable items require a Temporary Food Permit
Additional fees for premium locations may apply. All fees are subject to change**

Booth Descriptions

- A Standard Booth includes three walled sides and one open side
- A Corner Booth includes two walled sides and two open sides
- An End Cap Booth includes one walled side and three open sides

Booth Requests

A limited number of each booth size is available. Booth size and location assignments will be at the discretion of AIBF. A first and second booth size/space request must be provided on your jury entry application. Requests will be considered, but are not guaranteed.

Booths are precisely measured for width and depth. No awnings, displays, decorations, lighting, signs, shelving, racks, countertops, tables, other appendages, or any product may extend beyond these boundaries. Depending on the location of your booth, you may not be able to use extensions to raise the height. If you have an extension that is higher than 8', please make a note on your application.

Booth Fees Include

- Booth space with electricity, including 400 watts per 10'x10' space
- Pipe and Drape
- Sign for your booth
- Artisan lounge area with a table, chairs, and microwave. Beverages and snacks are subject to availability
- Private portable restrooms for exhibiting artisans
- Parking and admission passes
- Security will be provided, however each artist exhibits at his or her own risk. AIBF is not responsible for damage, theft, or loss



2019 JURY ENTRY AND APPLICATION

I AM A:		
<input type="checkbox"/> NEW APPLICANT <input type="checkbox"/> RETURNING APPLICANT (# OF YEARS PARTICIPATED _____)		
ARTISAN BOOTH NAME (TO APPEAR IN ELECTRONIC AND PRINTED MATERIAL):		
CONTACT PERSON:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE:	CELL:	EMAIL:
BUSINESS TYPE:		
<input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LLC <input type="checkbox"/> OTHER _____		
BOOTH SIZE/TYPE REQUEST FIRST CHOICE (WILL BE CONSIDERED BUT NOT GUARANTEED):		
BOOTH SIZE/TYPE REQUEST SECOND CHOICE (WILL BE CONSIDERED BUT NOT GUARANTEED):		
BOOTH PLACEMENT REQUEST INFO (WILL BE CONSIDERED BUT NOT GUARANTEED):		
I PREFER TO RECEIVE PARKING AND ADMISSION PASSES:		
<input type="checkbox"/> DAILY/VALID FOR INDIVIDUAL SESSIONS <input type="checkbox"/> WEEKLY/VALID FOR ALL SESSIONS <input type="checkbox"/> A COMBINATION OF DAILY AND WEEKLY		
IN ORDER TO CATEGORIZE YOUR BOOTH, PLEASE SELECT UP TO TWO HEADINGS:		
<input type="checkbox"/> PINS/PATCHES/BALLOON SOUVENIRS <input type="checkbox"/> JEWELRY <input type="checkbox"/> HOUSEWARES <input type="checkbox"/> NON-BALLOON CLOTHING/ACCESSORIES <input type="checkbox"/> OTHER <input type="checkbox"/> SOUVENIRS		
DESCRIPTION OF BOOTH (LIMITED TO 160 CHARACTERS. USE AS A COMMERCIAL/SALES PITCH):		
KEY WORD DESCRIPTIONS (EX. HANCRAFTED, METAL, GOURMET, NATIVE AMERICAN, ETC.):		
DESCRIPTION OF YOUR WORK (INCLDING TECHNIQUES, MATERIALS, PRICE RANGE, ETC.)		
CATEGORY (SEE DESCRIPTIONS ABOVE):		
THE CITY OF ALBUQUERQUE REQUIRES THAT ALL BUSINESSES HOLD A VALID BUSINESS REGISTRATION PERMIT:		
<input type="checkbox"/> I HAVE INCLUDED A COPY OF MY CURRENT CITY OF ABQ BUSINESS REGISTRATION PERMIT <input type="checkbox"/> I WILL NEED AIBF TO WORK WITH THE CITY OF ALBUQUERQUE TO OBTAIN A TEMPORARY BUSINESS REGISTRATION PERMIT ON MY BEHALF		
THE CITY OF ALBUQUERQUE REQUIRES THAT ALL BUSINESSES SELLING FOOD/CONSUMABLE ITEMS HOLD A TEMPORARY FOOD PERMIT:		
<input type="checkbox"/> I DO NOT PLAN TO SELL FOOD/CONSUMABLE ITEMS <input type="checkbox"/> I PLAN TO SELL FOOD/CONSUMABLE ITEMS. I WILL NEED AIBF TO WORK WITH THE CITY OF ALBUQUERQUE TOO OBTAIN A TEMPORARY FOOD PERMIT ON MY BEHALF		



BOOTH LAYOUT INFORMATION

ARTISAN BOOTH NAME: _____

<p>LEGEND:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> ILLUMINATED EXIT SIGN</td> <td style="width: 50%; border: none;"> FIRE EXTINGUISHER</td> </tr> <tr> <td style="border: none;"> EMERGENCY LIGHTING</td> <td style="border: none;"> NO SMOKING SIGNS</td> </tr> <tr> <td style="border: none;"> COMBINATION UNIT</td> <td style="border: none;">..... NO SIDE WALL</td> </tr> <tr> <td style="border: none;">- EXIT OPENING</td> <td style="border: none;">— TENT SIDE WALL</td> </tr> <tr> <td style="border: none;"> FIRE HYDRANT</td> <td style="border: none;"> GENERATOR / MOTOR</td> </tr> <tr> <td style="border: none;"> FIRE DEPT CONNECTION</td> <td style="border: none;"> LIQUEFIED PETROLEUM GAS</td> </tr> </table>	ILLUMINATED EXIT SIGN	FIRE EXTINGUISHER	EMERGENCY LIGHTING	NO SMOKING SIGNS	COMBINATION UNIT NO SIDE WALL	- EXIT OPENING	— TENT SIDE WALL	FIRE HYDRANT	GENERATOR / MOTOR	FIRE DEPT CONNECTION	LIQUEFIED PETROLEUM GAS	<p>COMMENTS:</p> 	<p>ARTISANS AT BALLOON FIESTA BOOTH LAYOUT APPLICATION:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Date: _____</p> <p>Signature: _____</p>
ILLUMINATED EXIT SIGN	FIRE EXTINGUISHER													
EMERGENCY LIGHTING	NO SMOKING SIGNS													
COMBINATION UNIT NO SIDE WALL													
- EXIT OPENING	— TENT SIDE WALL													
FIRE HYDRANT	GENERATOR / MOTOR													
FIRE DEPT CONNECTION	LIQUEFIED PETROLEUM GAS													

Please draw a layout of your booth including entrance, shelves, tables, and all equipment, from a bird's eye view.

I plan to use my own "ProPanel" or other artist's display wall.



EXHIBIT B

ARTISAN / CONCESSIONAIRE GUIDELINES REGARDING PRODUCT DISTRIBUTION

SALE, DISTRIBUTION, OR DISPLAY OF THE FOLLOWING IS STRICTLY PROHIBITED:

- Alcoholic beverages
- Carbonated soft drinks, bottled or canned tea, fruit juices, energy/protein/recovery drinks, water, and/or isotonic sports drinks other than those obtained from Coca-Cola's onsite commissary
- Sportswear that is Hot Air Balloon, Gas Balloon, and/or New Mexico themed or related (e.g. 1972, Balloon Festival, ABQ, Albuquerque, or Balloon Fiesta themes)
- Baseball style caps that is Hot Air Balloon, Gas Balloon, and/or New Mexico themed or related (e.g. 1972, Balloon Festival, ABQ, Albuquerque, or Balloon Fiesta themes)
- Jackets
- Chemical glow products of any configuration, battery operated light swords (Star Wars Type), light sticks similar to flashlights used to direct aircraft, LED necklaces with and without light up balloon pendant, fiber optic lighted novelty products, light up novelty items including Copter Balloon with attached LED light, children's head gear lights such as "ears" and "horns" or "antennae"
- Calendars
- Posters
- Balloon rides
- Imaging products or anything with a lens, including cameras and binoculars, other than Canon products
- AIBF programs and official products (without a separate agreement from AIBF)
- Any products not specifically approved in your 2019 AIBF Agreement and/or Merchandise Concession Price List/Exhibit A

THE FOLLOWING HAVE BEEN GRANTED EXCLUSIVE PROMOTIONAL RIGHTS AT BALLOON FIESTA. YOU MAY SELL COMPETITORS' ITEMS, BUT YOU MAY NOT ADVERTISE THEM:

- Dairy: Creamland Dairy



2019 ARTISAN JURY ENTRY AND APPLICATION CHECKLIST & AGREEMENT

APPLICATION PACKETS MUST INCLUDE THE FOLLOWING:

- Jury Entry and Application – Must complete all fields
- Exhibit A – Must include descriptions and retail prices for items you plan to sell at Balloon Fiesta
- One Photo of Artisan Booth – If you do not have a booth image, provide an image of your products grouped for sale. The name of your booth must not appear. Non-returnable
- One Photo Each of Five Different Pieces – Digital images not to exceed 2MB each; printed images must be 8x10 on photo quality paper. Each image must include an image number, title, size of the original piece, type of media, and retail price. The name of your booth must not appear on any of the images or titles. Non-returnable
- Booth Layout Form – Must complete all fields
- Current City of ABQ Business Registration Permit (unless noted that AIBF will obtain for you)
- Handbook Acknowledgement Form – Must complete all fields
- \$35.00 Jury Fee – A non-refundable jury fee per category must be paid at the time of submission. Checks may be made payable to AIBF
- 2019 Artisan Jury Entry and Application Checklist & Agreement – Must complete all fields

I acknowledge that I am submitting my Jury Entry and Application Packet with all of the required items. I understand that if all required items are not included with the application packet, my application is considered incomplete and will not be accepted.

I understand that if I am accepted by the jury committee and awarded an agreement, my acceptance paperwork packet and entire remaining balance including any applicable fees must be paid in full no later than June 1, 2019. Payment plans are available and will be discussed upon jury acceptance. I understand that failure to provide paperwork and/or make payments on time may result in termination of my agreement and I will forfeit any monies paid.

ARTISAN BOOTH NAME

ARTISAN PRINTED NAME

DATE

ARTISAN SIGNATURE