



*Presented by*

**Canon**

## **2019 CONCESSIONAIRE HANDBOOK**

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®  
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The Concessionaire Handbook has been written for informational purposes and contains pertinent rules, regulations, requirements, and guidelines that govern the operations of the Albuquerque International Balloon Fiesta. It is the responsibility of each concessionaire to understand and follow policies and procedures. **Please read the entire handbook carefully, as there are several changes from previous years.** This handbook is subject to change. The final handbook must be kept in the booth for reference. All concessions are located on Balloon Fiesta's Main Street.



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## DEADLINES AND IMPORTANT DATES/TIMES

### Application Deadlines

Concession Application Available at BalloonFiesta.com:	January 31, 2019
Merchandise Application Due to AIBF: <i>Including Booth Deposit</i>	May 1, 2019
Food Application Due to Spectra: <i>Including Booth Deposit</i>	May 1, 2019
Merchandise Acceptance Sent by AIBF:	May 15, 2019
Food Acceptance Sent by Spectra:	May 15, 2019
Merchandise Acceptance Packet/Payment in Full Due to AIBF:	July 1, 2019
Food Acceptance Packet/Payment in Full Due to Spectra:	July 1, 2019
Insurance Information Due to AIBF or Spectra:	August 15, 2019
Overnight Storage Request Due to AIBF:	August 15, 2019
Golf Cart Request Due to AIBF:	August 15, 2019
RV Space Reservation Due to AIBF:	August 15, 2019
Delivery Pass Request Due to AIBF:	September 15, 2019
Cancellation Deadlines for Refunds:	
Booth Deposit:	June 1, 2019
Payment:	August 1, 2019

### Check In/Set Up/Clean Up/Check Out Information

Concession Check In (Monday – Friday): <i>9:30AM – 12:00PM &amp; 1:00PM – 4:00PM</i>	September 23 – October 3, 2019
Concession Set Up (After check in is complete): <i>7:00AM – 6:00PM</i>	September 23 – October 3, 2019
Inspections - FMO, EHD, Electrical <i>9:00AM – 5:00PM</i>	October 2 – October 4, 2019
Concession Last Day for Set Up:	October 3, 2019
Main Street Closure to Vehicles at 5:00PM: <i>Any vehicles on Main Street after the closure may be subject to towing</i>	October 3, 2019
Concession Clean Up and Check Out: <i>Begin at 11:00AM, October 13, 2019 and complete by 4:00PM, October 15, 2019</i> <i>Check out availability 9:30AM – 12:00PM &amp; 1:00PM – 4:00PM</i>	October 13 – October 15, 2019

## 2019 SCHEDULE OF EVENTS

### Friday, October 4

7:00AM Albuquerque Aloft, balloons launch off-site at local elementary schools

### Saturday, October 5

6:00AM Dawn Patrol Show, *presented by Route 66 Casino and RV Resort*  
 6:30AM Krispy Kreme Morning Glow  
 6:45AM Opening Ceremonies



7:00AM Mass Ascension, *presented by Canon*  
 8:00AM – 12:00PM AIBF Chainsaw Carving Invitational  
 1:00PM – 5:00PM AIBF Chainsaw Carving Invitational  
 2:00PM America's Challenge™ Gas Balloon Inflation  
 6:00PM America's Challenge™ Gas Balloon Launch  
 6:00PM Team Fastrax Professional Skydiving Team  
 6:00PM Twilight Twinkle Glow™  
 8:00PM Team Fastrax Professional Skydiving Team  
 8:00PM AfterGlow™ Fireworks Show\*

**Sunday, October 6**

6:00AM Dawn Patrol Show, *presented by Route 66 Casino and RV Resort*  
 6:30AM Krispy Kreme Morning Glow  
 7:00AM Mass Ascension  
 8:00AM – 12:00PM AIBF Chainsaw Carving Invitational  
 9:00AM Fiesta of Wheels Car Show, located at the north end of Launch Field  
 11:00AM Balloon Fiesta Pin Trading, located at the Group Tour Tent at the north end of Main Street  
 1:00PM – 5:00PM AIBF Chainsaw Carving Invitational  
 6:00PM Team Fastrax Professional Skydiving Team  
 6:00PM Balloon Glow  
 8:00PM Team Fastrax Professional Skydiving Team  
 8:00PM AfterGlow™ Fireworks Show\*

**Monday, October 7**

6:00AM Dawn Patrol  
 7:00AM Double Launch from Park and into Park  
 8:00AM Competition Balloon Flying Begins  
 8:00AM – 12:00PM AIBF Chainsaw Carving Demonstrations

**Tuesday, October 8 - Coca-Cola Day**

6:00AM Dawn Patrol  
 7:00AM Double Launch from Park and into Park  
 8:00AM Competition Balloon Flying Begins  
 8:00AM – 12:00PM AIBF Chainsaw Carving Demonstrations

**Wednesday, October 9**

6:00AM Dawn Patrol Show, *presented by Route 66 Casino and RV Resort*  
 6:30AM Krispy Kreme Morning Glow  
 7:00AM Flight of the Nations Mass Ascension  
 8:00AM Competition Balloon Flying Begins  
 8:00AM – 12:00PM AIBF Chainsaw Carving Demonstrations

**Thursday, October 10 - Kids' Day presented by KOB-TV**

6:00AM Dawn Patrol  
 7:00AM Special Shape Rodeo™  
 8:00AM Competition Balloon Flying begins  
 8:00AM – 12:00PM AIBF Chainsaw Carving Invitational  
 1:00PM – 5:00PM AIBF Chainsaw Carving Invitational  
 6:00PM Team Fastrax Professional Skydiving Team  
 6:00PM Special Shape Glowdeo™  
 8:00PM Team Fastrax Professional Skydiving Team  
 8:00PM AfterGlow™ Fireworks Show\*

**Friday, October 11**

6:00AM Dawn Patrol  
 7:00AM Special Shape Rodeo™  
 8:00AM Competition Balloon Flying begins  
 8:00AM – 12:00PM AIBF Chainsaw Carving Invitational  
 1:00PM - 5:00PM AIBF Chainsaw Carving Invitational  
 6:00PM Team Fastrax Professional Skydiving Team  
 6:00PM Special Shape Glowdeo™



8:00PM Team Fastrax Professional Skydiving Team  
 8:00PM AfterGlow™ Fireworks Show\*

**Saturday, October 12**

6:00AM Dawn Patrol Show, *presented by Route 66 Casino and RV Resort*  
 6:30AM Krispy Kreme Morning Glow  
 7:00AM Mass Ascension  
 8:00AM – 12:00PM AIBF Chainsaw Carving Invitational  
 11:00AM Balloon Fiesta Pin Trading, located at the Group Tour Tent at the north end of Main Street  
 1:00PM – 5:00PM Music Fiesta™  
 1:00PM – 5:00PM AIBF Chainsaw Carving Invitational  
 6:00PM Team Fastrax Professional Skydiving Team  
 6:00PM Night Magic™ Glow *presented by Canon*  
 8:00PM Team Fastrax Professional Skydiving Team  
 8:00PM AfterGlow™ Fireworks Show\*

**Sunday, October 13**

6:00AM Dawn Patrol Show, *presented by Route 66 Casino and RV Resort*  
 6:30AM Krispy Kreme Morning Glow  
 7:00AM Farewell Mass Ascension  
 8:00AM – 12:00PM AIBF Chainsaw Carving Q & A

*\*AfterGlow™ Fireworks shows will begin as soon as the Launch Field is clear of balloons, thus the starting times are approximate and subject to change without notice. Additionally, local police will modify traffic flows to utilize all traffic lanes as outbound traffic only at the conclusion of each Glow event. If you want to watch the AfterGlow™ Fireworks Shows from the Park, plan to arrive at the Park in time for that evening's Glow Event.*

**APPLICATION PROCESS AND GUIDELINES**

**Application Process for Merchandise Concessions**

If you wish to be considered for a Merchandise Concession space, your completed application packet must be received in the AIBF office by May 1, 2019. Applications are available on the AIBF website at [www.balloonfiesta.com](http://www.balloonfiesta.com).

**Merchandise Concession Applications Packets Must Include:**

- Merchandise Concession Application
- Exhibit A
- Photos of Your Concession Booth and/or Portable Structure
- Photos or Samples of Your Proposed Product Line
- City of Albuquerque Fire Marshal Paperwork
- Current City of Albuquerque Business Registration Permit (if applicable)
- Handbook Acknowledgement Form
- Booth Reservation Fee
- 2019 Merchandise Concession Application Checklist & Agreement

**Application Process for Food Concessions**

If you wish to be considered for a Food Concession space, your completed application packet must be received in the Spectra office by May 1, 2019. Applications are available on the AIBF website at [www.balloonfiesta.com](http://www.balloonfiesta.com).

**Food Concession Applications Packets Must Include:**

- Commercial Food Concession Application



- Exhibit A/Menu
- City of Albuquerque Fire Marshal Paperwork
- Temporary Food Permit Application
- Current Food Handlers/ServSafe Certificate for Owner/Supervisor
- Current City of Albuquerque Business Registration Permit (if applicable)
- Handbook Acknowledgement Form
- Booth Reservation Fee
- 2019 Commercial Food Concession Application Checklist & Agreement

### **Selection of Concessionaires**

In order to be considered for a concession space, your application packet must include all required information. If all required information is not included, your application will be considered incomplete and will not be accepted.

Balloon Fiesta strives to maintain a product mix that best suits the needs of its guests and all applications are reviewed accordingly. The number of applications received generally exceeds the number of spaces available, thus the awarding of concession agreements will be based on product mix and the perceived ability of a concession to perform within the constraints of the event. Our event is a family event and Albuquerque International Balloon Fiesta Inc. (AIBF) reserves the right to disallow any product. We will endeavor to minimize repetition of competing products whenever possible in order for all of our concessionaires to do well, however, there are no exclusive rights granted to concessionaires other than the glow product concessionaire and official sponsors.

Our objectives include high performance standards and the promotion of a safe and fun event for everyone. The policies and procedures set forth in this handbook are designed to maintain order and facilitate appropriate activities surrounding our event. All regulations will be strictly enforced and your cooperation is mandatory.

Your concession application is considered unique to you as an individual or business and any changes in ownership of your business will require submission of a new application. All rights or privileges conveyed pursuant to an AIBF Concession Agreement are nontransferable.

## **PAYMENT AND CANCELLATION GUIDELINES**

### **Booth Deposits**

Booth Deposits paid at the time of application shall include any Administrative Fees and Applicable City Fees. Booth Deposit checks may be held up to 90 days prior to processing. Applicable City Fees collected by AIBF and/or Spectra will facilitate obtaining Business Registration Permits, Fire Inspections/Permits, and Temporary Food Permits from the City of Albuquerque, as required, for each concessionaire. AIBF and/or Spectra will provide information and/or forms to aid concessionaires in accomplishing these tasks.

### **Payment Deadline**

If awarded an agreement, paperwork and payment in full is due in either the AIBF office (merchandise concessions) or Spectra office (food concessions) by July 1, 2019. In the event paperwork and/or payment in full is not received by July 1, per your agreement, AIBF shall have the right to declare the agreement terminated and retain any monies.



Any payments and/or paperwork received after the July 1 deadline will incur a late fee of 10% of your total booth cost.

### **Standby List**

Concessionaires that are not selected to participate may opt to remain on the “Standby List” until a space becomes available. If no space becomes available, reservation fee refunds will be issued in November. If a concessionaire who is not selected wishes to opt off the “Standby List”, Booth Deposit refunds will be issued within four weeks.

### **Cancellations/Refunds**

A concessionaire desiring to cancel their Agreement must do so in writing or via email stating the reason for cancellation. Phone calls are not an acceptable cancellation method.

Booth Deposit refunds minus a 50% cancellation charge will be issued to concessionaires who are selected to participate but cancel prior to June 1, 2019.

Refunds minus a 50% cancellation fee will be issued to concessionaires who are selected to participate but cancel prior to August 1, 2019. There are no refunds after August 1. Concessionaires that cancel by way of nonpayment in full by July 1, 2019 will not receive any refund.

### **Returned Payments**

Any returned or NSF payment received by the AIBF office will incur a \$40.00 fee. Any returned or NSF payment received by Spectra will incur a \$35.00 fee. All monies after a returned payment must be paid with certified funds (money order, cashier’s check, cash, or credit card) only.

## **GENERAL CONCESSION INFORMATION, RULES, RESTRICTIONS, REGULATIONS, AND GUIDELINES**

### **Privacy Policy**

As a normal course of business in interfacing with the City and State, AIBF provides basic information such as Concessionaire business name and contact information to facilitate the issuance of Business Registration Permits, Fire Inspections, Health Inspections, etc.

In addition, this same information may be provided to vendors who offer services such as propane, telephone or Internet service, supply services, etc. Your contact information may also be given to any customer who wishes to contact you directly. You may request that your contact information not be given to anyone other than governmental agencies to whom disclosure is required. To opt-out, simply send a letter to the attention of the Concession Manager at the AIBF office. Please include your name, concession booth name, and personal signature with your request.

### **Space Size and Boundaries**

Due to the nature of the facilities available, all sites measure precisely 10’ frontage. Sites 25 through 144 are approximately 40’ deep. Sites 1 through 24 and 145 through 176 are between 50’ and 60’ deep. All boundaries are marked.

No awnings, tents, tanks, hitches, overhangs, lighting, signs, countertops, other appendages, umbrellas, tables, racks, shelving, or any product may extend beyond space boundaries. No encroachment is allowed



in to neighboring spaces, including, Main Street, walkways, fire lanes, utility service corridor, or beyond your booth's defined space limits. Further, Concessionaires using smoking and cooking devices must have sufficient ventilation so that smoke doesn't pour in to neighboring tents. Smoke bellowing in to neighboring booths will not be tolerated and may jeopardize future participation.

Concessionaires are responsible for keeping their booth space and the area immediately surrounding their space in a neat and clean condition. Additionally, Concessionaires are responsible for any damages that may occur to the surface of the asphalt/millings. To avoid charges, bring any pre-existing damage to the attention of AIBF personnel or representatives.

Concessions located at corner spaces may be asked to alter business operations at times so that lines are not impeding the flow of an ingress to/egress from the park.

Each concessionaire agrees that he shall not do anything by reason of operation or behavior that will injure, endanger, or impede adjacent concessions/concessionaires, displays, agents of AIBF, or Balloon Fiesta guests.

#### **Utility Service Corridor**

The only items permitted in the utility corridor are portable toilets, propane tanks, gray water tanks, grease receptacles and ice machines. Placement of other items within the utility service corridor may be considered on a case-by-case basis. If anything other than approved items are placed in the utility corridor, they will be removed at the owner's expense.

Concessionaires are permitted, should they chose to do so, to place a paracord or bungee cord as well as signage stating "Authorized Personnel Only" at the opening on the fire lane fencing to keep guests out of the utility corridor. Cords placed at the openings must have slack in them and require less than 15lbs of force to be removed.

#### **Concession Headquarters Office**

Located mid-field, behind concession space #85. Spectra Headquarters is located just behind Concession Headquarters.

#### **Check In and Set Up**

Merchandise Concessionaires may check in at Concession Headquarters and Food Concessionaires may check in at Spectra Headquarters, Monday through Friday, September 23 through October 3, 2019, during the hours of 9:30AM to 12:00PM and 1:00PM to 4:00PM. Once the initial check in process is complete, concessionaires may begin setting up from 7:00AM to 6:00PM daily. All Concessionaires must use the north entrance at Gate #4.

Keep in mind that you are not the only one on Main Street during the set up process; though there may be an open space across the street or next to you, that doesn't mean there won't be an Exhibitor or Concessionaire moving in. Be courteous to those around you and don't block the street.

Do not use your set up time at Balloon Fiesta Park to power wash and clean your equipment. Consider those around you and don't impede your neighboring booth spaces with water and debris.





If you have a need for overnight storage of a vehicle or trailer onsite during the set up time period ONLY, please contact the Concession Manager to make arrangements prior to arrival on site. Vehicles left overnight without prior authorization are subject to towing at the owner's expense.

Due to last minute preparations at Balloon Fiesta Park, concessionaire set up must be completed no later than Thursday, October 3, 2019. At 5:00PM on Thursday, October 3, Main Street, the west side of your space, will close to vehicles. No vehicles will be permitted on Main Street after this time.

### **Clean Up and Check Out**

You may begin cleaning up and tearing down your booth space at 11:00AM on Sunday, October 13, 2019. All concessionaire owned structures must be completely removed no later than 4:00PM, Tuesday, October 15, 2019. Any structures remaining beyond that date may be removed and scrapped by Balloon Fiesta personnel as well as jeopardize future Balloon Fiesta participation. If stakes have been driven in to the asphalt to secure tents, all damage must be repaired prior to checking out; if damage is not repaired, additional charges may apply.

You must complete the check-out process with your respective Concession Headquarters Office prior to leaving the grounds. Failure to complete the check-out process and leave your booth space as clean as you found it could also jeopardize future Balloon Fiesta participation. Check out inspections may be performed between the hours of 9:30AM to 12:00PM and 1:00PM to 4:00PM, through October 15, 2019.

### **Tent Requirements**

For those concessions using tents, only white "Pagoda" style tents with conical peaks are permitted at Balloon Fiesta Park for the 2019 Albuquerque International Balloon Fiesta. Pop up tents and/or canopies are not acceptable. No exceptions.

Tents should be the appropriate size to fit your booth space to whatever depth you wish to use. The health department requires that food vendors have three sides enclosed, although most concessionaires chose to have all sides available to close in order to secure their products when not operating. It is highly recommended that you have adequate lighting both inside and outside your tent. Tents MUST be bonded and grounded. All tent material shall meet "State of California Fire Marshal's Office" standards as per IFC Section 2404.2, NFPA 701, or CPAI84. (IFC 2404.2)

One-inch diameter metal stakes may be driven into the asphalt to secure tents. No digging whatsoever is permitted, including in the asphalt and the gravel in the utility corridor. Upon removal of tents and structures, any damage to millings/asphalt must be repaired. If damage is not repaired, additional fees and/or charges may apply.

Pricing and information for this year's AIBF preferred tent company will be provided at a later date though you are able to utilize any tent company you chose. All tent companies must agree to specific guidelines prior to gaining access to Balloon Fiesta Park for any set up/removal process. Tent Companies other than AIBF's preferred tent company may not begin tent set up until Wednesday, September 18, 2019. Concessionaires should schedule check in and set up accordingly. Outside tent companies must remove tents upon the conclusion of Balloon Fiesta.

The pictures below are examples of the style:



### **Gate Hours and Required Hours of Operation**

Gates open for guests/general public at 4:30AM and 3:00PM. Since crowds for some of our events are in excess of 90,000 people, guests are advised to arrive at the park by 4:00AM and 4:00PM for weekend events. Since there is no specific line of traffic for concessionaires, please plan your arrival to the park accordingly.

The minimum required hours of operation that your booth must be open for business are 5:30AM through 11:00AM for morning sessions, and 4:00PM through 8:30PM for evening sessions. Staffing from 11:00AM to 4:00PM is at your discretion. You are highly encouraged to remain open 5:30AM through 8:30PM on Saturday, October 12 during Music Fiesta.

It is mandatory that all concessions are open for business and staffed for each session. If your booth is found to be closed at any time during the required hours of operation, a fee of \$500.00 may be imposed and you may not be allowed to return the following year.

### **First Aid and Security**

Public Safety and First Aid are both located mid-field, in the Public Safety Building behind Concession Space #85. The Public Safety Building is staffed 24 hours a day and can be reached by calling 505-821-7300. AIBF assumes no liability for damages caused by theft, vandalism, weather conditions, etc.

### **Change/Bank Facilities/ATMs**

ATMs will be located on Main Street; there are no other banking facilities on the grounds. The nearest bank is located at the corner of Alameda and Jefferson, approximately one mile from Balloon Fiesta Park. Be sure to have sufficient change on hand.

### **Admission and Parking**

For each 10' of frontage, concessionaires will receive:

- (1) Concession Parking "C" Pass
- (4) General Parking "F" Passes (or an equivalent number of single session passes)
- (4) All Session Admission Passes (or an equivalent number of single session passes)

Passes will not be replaced if they are lost or stolen. Please count your passes carefully when they are issued at check in and keep them in a secure location for the duration of Balloon Fiesta. Additional Concession Parking "C" Passes may be purchased at a cost of \$200.00 each while supplies last. Additional All Session General Parking "F" Passes and All Session Admission Passes may be purchased for \$100.00 each while supplies last. Single Session Admission and Single Session Parking Passes may be purchased at face value.



The Concession Parking area is available with a “C” Pass permit only and is located east of Main Street and north of the main stage. The Concession Parking entrance (Gate #4) opens at 3:00AM and is valid only prior to 5:00AM for morning sessions and prior to 4:00PM for evening sessions. Parking in the Concession Parking area is limited and is first come, first served. There is no specific lane of traffic for concessionaires, so plan your arrival accordingly. Refer to the pass for entrance times, routes, and directions. All persons within a vehicle parking in the Concession Parking area will gain admission with no additional admission pass required. NO overnight parking is permitted within the “C” Parking Lot.

General Parking is available with an “F” Pass permit or single session parking permit only and is located in various areas. Refer to the “F” pass for entrance times, routes, and directions. All persons within a vehicle parking in the General Parking area must use an admission pass to gain entrance to Balloon Fiesta Park at any walk through gate. NO overnight parking is permitted within the general parking lot.

Each parking pass, whether in the Concession or General Parking area, is good for only one vehicle in one space. All vehicles parking in any Balloon Fiesta parking area must have a valid parking pass in advance or they must pay the parking fee in the General Parking lot. Concessionaires should provide all employees with adequate parking passes, otherwise applicable parking fees will be assessed. Parking passes must be displayed in the vehicle at all times while on the premises.

The following are strictly prohibited:

- Parking and/or leaving a vehicle unattended in the fire lane
- Parking overnight and/or staying overnight in any AIBF parking lot or concession areas
- Vehicles or golf carts on Main Street or in Park & Ride area when crowds are present
- Parking in improper sites and/or failure to display a valid parking permit
- Resale of parking and admission passes

Failure to comply with admission and parking rules outlined above may result in vehicles towed at your own expense, immediate removal from Balloon Fiesta, and/or may jeopardize future Balloon Fiesta participation.

Public Safety, Police, FBI, and Department of Homeland Security reserve the right to inspect any vehicle.

### **Deliveries**

In order to deliver goods to Balloon Fiesta Park, all concessionaires or service supply companies must submit a request for a Service Vehicle/Delivery Pass to AIBF by September 15, 2019. Each request will be reviewed on an individual basis. If a Service Vehicle/Delivery Pass is granted, each pass carries a fee of \$75.00. With a Service Vehicle/Delivery Pass, deliveries will be permitted on the field from 3:30AM to 5:00AM and from 11:00AM to 3:00PM each day.

Deliveries must be made to the rear of your concession, and delivery vehicles must depart Balloon Fiesta Park as soon as deliveries are accomplished. Unattended vehicles in the fire lane will be cited and towed at your expense. You must notify your suppliers of the delivery policy.

If you wish to deliver something personally to your own booth, you must abide by the same delivery rules. Violations to delivery rules will be cited and/or towed at your expense.



## **Storage Units or Trailers**

A storage unit or trailer may be placed within the confines of your concession space for no additional fee; however, overnight parking within an AIBF parking area is prohibited without an onsite overnight storage permit.

In order to park a storage unit/trailer onsite overnight at Balloon Fiesta Park, a request form must be submitted to AIBF by August 15, 2019. Each request will be reviewed on an individual basis. Space for onsite overnight storage is limited. The cost for an overnight storage permit will be: 1' to 20' = \$100.00; 20' to 40' = \$200.00; 40' to 60' = \$300.00; over 60' is prohibited.

If an onsite overnight storage permit is granted, the following rules and regulations apply:

- Onsite overnight storage fees are due upon receipt of acceptance
- Permitted onsite overnight storage will be located in the East Parking Lot (parallel to the berm). You must check in with Concession Headquarters prior to parking your storage unit/trailer to obtain your permit and be escorted to the parking location
- Overnight storage parking is first come, first served. Spaces may not be reserved prior to placement and parking
- There are no in/out privileges for trailers/vehicles parked in overnight storage
- Valid onsite overnight permits must be displayed in plain view and vehicles must be parked in accordance with AIBF guidelines
- Once the onsite overnight storage area is sold out, you must find off site storage for trailers and/or storage units
- Trailers and/or storage units without a valid onsite overnight storage permit in plain view, parked incorrectly, or elsewhere at Balloon Fiesta Park without permission will be removed at the owner's expense and may jeopardize future Balloon Fiesta participation
- RVs will not be permitted in the onsite overnight storage area
- AIBF reserves the right to limit the number of onsite overnight storage spaces sold to any individual artisan, concessionaire, or exhibitor
- AIBF is not responsible for damage, theft, or loss

## **Golf Carts**

If you wish to use a golf cart/motorized vehicle ("golf cart") on the premises during Balloon Fiesta, a completed request form **MUST** be submitted to AIBF by August 15, 2019.

A limited number of golf cart permits are available and each request will be reviewed on an individual basis. A request is not a guarantee of permission to use a golf cart during Balloon Fiesta. Unauthorized golf carts/vehicles will be towed.

If golf cart permission is granted, the following rules and regulations shall apply:

- A registration fee of \$100.00 must be paid to AIBF upon receipt. Requests received after the due date of August 15 will incur a late registration fee of an additional \$100.00
- A valid registration permit must be displayed on all golf carts. Carts without a valid registration sticker are subject to immediate removal from the park
- Golf carts must be operated in a responsible manner at all times
- Speed is not to exceed 5mph
- All operators must be at least 16 years of age and possess a valid driver's license
- Overloading of passengers on carts is prohibited
- Smoking is not permitted in any golf cart
- Drivers and passengers must remain seated while cart is in motion



- Drivers are not permitted to talk or text on a cell phone while the cart is in motion
- Drivers are to be courteous and patient as pedestrians ALWAYS have the right of way
- Golf carts shall not be driven on Main Street/in Park & Ride when crowds are present
- Operation of golf carts for purposes other than those requested/approved is prohibited
- Violations to golf cart rules and regulations may result in revocation of privileges, towing, and/or confiscation without reimbursement
- Golf cart rules and regulations apply to all rented and/or owned vehicles
- If approved for golf cart rental, AIBF will notify both you and the official golf cart supplier of your eligibility. It is your responsibility to contact the golf cart supplier to arrange a reservation and payment
- If approved to bring your own golf cart, contact AIBF upon arrival to arrange for a permit

### **Approved Product Regulations**

Types of products that concessionaires wish to sell are subject to approval by AIBF. Any products not listed within the Exhibit A and/or contract cannot be sold during Balloon Fiesta unless changes in product mix are submitted in writing to AIBF for approval before the commencement of Balloon Fiesta and are approved in writing by AIBF. Balloon Fiesta is a family event and any products that may be deemed offensive, at the sole discretion of AIBF, are not allowed.

If modifying your inventory is at all possible, you may find it helpful to have an item or two that features hot air balloons.

During the event, AIBF personnel and representatives will make periodic checks on products being sold. If there are any infractions of any sections of the agreement, violators may be subject to immediate removal from Balloon Fiesta Park.

In order to minimize potential damage to your product, note that due to the nature of the venue, weather can be a factor. Wind may cause tent walls to flap, rain may cause wet floors, condensation and leaks are possible, and drips may occur. Back stock and display items should be kept up off the ground and covered when possible.

### **Prohibited Products**

- 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 are 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"
- Imaging products or anything with a lens, including cameras and binoculars, other than Canon products
- Calendars
- Posters



- Balloon rides
- AIBF programs and official products (without a separate agreement from AIBF)
- Any products not specifically approved in your 2019 AIBF Agreement and/or 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

### **License and AIBF Trademarks**

No items bearing the names or logos of AIBF shall be manufactured or sold without license from AIBF. The words "OFFICIAL" or "LICENSED" may not be used on products or signage of any kind, unless approved and licensed by AIBF, with appropriate fees prepaid in full. Any willful misrepresentation or falsification will be cause for revocation of the contract and closure or removal of the business from Balloon Fiesta Park.

The following is a partial list of AIBF trademarks:

- Albuquerque International Balloon Fiesta®
- Balloon Fiesta®
- The Big One®
- Mass Ascension™
- America's Challenge™
- New Mexico Challenge™
- Night Magic Glow™
- Twilight Twinkle Glow™
- Special Shape Glowdeo™
- Special Shape Rodeo™
- AfterGlow™
- Artisans at Balloon Fiesta™
- Music Fiesta™

### **Prohibited Practices**

The following are strictly prohibited:

- Use of generators
- Booth sharing
- Sub-leasing of booth space
- Signage, sales, or promotion outside of your booth space
- Drawing or marking on Main Street
- Handwritten or hand painted signs
- Distribution of materials or samples and/or sales of any kind outside of your booth space
- Raffles and other activities involving money for "chance"
- Hawking, defined as peddling goods excessively, especially by calling out
- Use of privately owned propane tanks
- Parking and/or leaving a vehicle unattended in the fire lane
- Vehicles or golf carts on Main Street or in Park & Ride area when crowds are present
- Parking in improper sites and/or failure to display a valid parking permit
- Parking overnight and/or staying overnight in any AIBF parking lot or concession areas



### **Conduct, Dress, Décor, and Merchandise**

Balloon Fiesta is a family friendly event. All conduct, attire, booth decoration, and merchandise should be appropriate for all audiences.

### **Mascots**

Mascots will be permitted with prior authorization only. Contact the Concession Manager for details.

### **Sound**

Operation of sound equipment, sound movies, bullhorns, televisions, radios, etc. shall not be permitted when AIBF, in its sole discretion, determines such operation is obnoxious or encroaches upon the rights of others. Equipment or displays causing excessive noise, including public address systems, will not be permitted.

### **Signage**

Concessionaires are encouraged to mark their booth space well so that guests can find and remember your space. All signs must be professional in appearance and professionally produced; handwritten or hand painted signs are not permitted. Signs must be proportionate to booth size, be located within the confines of your booth space, and may not block the view of neighboring concessions. This includes all sign lighting as well. As this is an outdoor venue, some concessionaires find it helpful to add "wind slits" to banners. AIBF reserves the right to determine the appropriateness of all signage.

You may not advertise or distribute information about anything other than those products/services that are specifically approved and indicated on your product list/Exhibit A, nor are you permitted to promote products/services at any location other than your contracted booth spaces.

Concessionaire may display only one company's signage per space. Absolutely no signage may be displayed outside of your contracted space. Drawing or marking on Main Street to bring attention to your booth space is also prohibited.

### **Shipping of Goods**

If you plan to ship goods or items to Albuquerque International Balloon Fiesta for use during the event, you MUST contact the Concessions Manager prior to arranging any shipments. Shipments that have not been prearranged will be refused. AIBF is not responsible for lost or refused shipments.

### **Pets**

Pets are not permitted at Balloon Fiesta Park. Exceptions are granted for service dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability.

### **Smoking**

Smoking is prohibited within Balloon Fiesta Park by city ordinance.

### **Camping, Lodging, Motor Homes, and RVs**

Sleeping and/or staying overnight in any parking lot or concession area is strictly prohibited; however, Concessionaires may make discounted Standard RV reservations in Balloon Fiesta's South RV Lot at a savings of 50% off the full price nightly rate. Standard spaces are dry camping with no electrical hook ups, but water delivery and pump-out service for black and grey water tanks is available for a fee. Only one RV per 10 feet of concession frontage will be granted the discounted rate. In order to reserve an RV site, you must contact the Concession Manager or the RV Manager no later than August 15, 2019.



## UTILITY REGULATIONS

### **Inspections**

City and State entities including Environmental Health, Fire Marshal, Electrical, and Propane will conduct inspections in the week leading up to Balloon Fiesta. Inspection signups will be available at check in and must be scheduled at least one day in advance; same day inspections will not be available.

No concession may open for business until all necessary inspections have been completed and passed. Any concession that fails to comply with any inspection process or code requirements will be subject to immediate closure until compliance is made. Inspectors will be present throughout Balloon Fiesta to ensure compliance.

### **Environmental Health Regulations**

Commercial Food Concessionaires must refer to the City of Albuquerque Environmental Health Department Add On and the Application for Temporary Food Permit.

### **City of Albuquerque Mandatory Fire Codes**

#### **General Fire Safety**

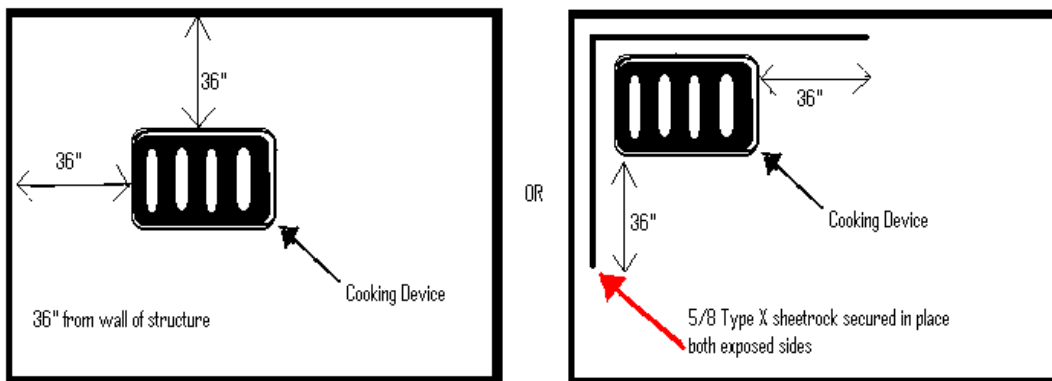
1. Every tent, booth, structure, concession vehicle area or section, shall have available at least one (1) hand-held fire extinguisher with a minimum rating of 2A:10BC. Such extinguisher shall be currently inspected and be tagged showing its annual servicing.
2. Sidewalls, drops, and tops of all tents, canopies, and temporary membrane structures shall meet NFPA 701 certified fire retardant construction as per section 2404.2 of the IFC. No other type of canopy/tent will be allowed.
3. Vegetation, straw, hay, wood chips, bark, or other similar combustible materials shall not be used as flooring material cover in any vendor, display, or assembly area.
4. Decorative material shall be of non-combustible type or shall be made "Flame Retardant" in accordance with the fire code.
5. Firebreaks that are erected in each row of tents or structures shall be kept free of any materials(s) at all times.
6. Fire lanes shall be kept clear of vehicles during hours of operation, except for delivery times 3:30AM to 5:00AM and 11:00AM to 3:00PM. No exceptions.
7. Parking of motor vehicles or anything with an internal combustion engine shall not be closer than twenty (20) feet to any tent, booth or structure. NOTE: Vehicles may be used for storage only if the vehicle is not moved or the engine is not started for the duration of the event. Vehicles are not to be located within the tent. Fuel tanks shall be sealed, be no more than ¼ tank full, or hold no more than five (5) gallons. One battery cable shall be disconnected. Concrete barriers will be placed behind concession row after the first day of the Balloon Fiesta in order protect propane tanks that may seal in any parked vehicles used for storage purposes.
8. "No Smoking" signs shall be posted inside of each booth and on the rear exterior area of the tent. Employees shall not smoke in the back of vendor row. Smoking is not allowed any closer to vendor row than the east side of the fire lane.
9. Only approved and listed UL, FM, or NRTL minimum 14 gauge three wire extension cords will be allowed to be used. Frayed, broken, cracked, or taped insulation will not be acceptable. Multi-plug adapters shall not be used, but "power strips" with their own circuit breaker may be used. The ampacity of the extension cord shall not be less than the rated capacity of the portable appliance supplied by the cord.



**Fire Codes, Cooking, and L.P. Gas (Propane)**

**NOTE: All items for preceding section also apply**

1. The use of propane gas on Concession Row will be allowed. There shall be No Smoking in the area between temporary structure and jersey barriers and within twenty (20) feet of propane tanks behind Concession Row.
2. Any area used for cooking of products that produce grease-laden vapors, shall meet the minimum extinguisher requirement for each booth or space of a currently inspected and tagged 2A:10BC Dry Chemical Fire Extinguisher. In addition, a currently inspected and tagged "Type K" Wet Chemical Extinguisher shall be available in the cooking area.
3. L.P. gas supply shall be handled by certified L.P. gas personnel only. Supplier shall provide a one hundred twenty-four (124) gallon maximum capacity tank for each food concession. Connections may manifold to supply additional cooking or heating devices within that particular stand if in compliance with NFPA 58, and chapter 38 of IFC. No independent, privately owned tanks shall be in use, except on auxiliary units, such as approved L.P. gas tent heaters. Balloon Fiesta Management shall be responsible for arranging proper placement of tanks. Refilling of tanks shall only be done during non-event hours.
4. L.P. gas shall be shut off at the supply during times when tent is not occupied.
5. Any hose used to pipe L.P. gas to a device shall be UL or FM listed specifically for L.P. gas service. All couplings, fittings, and any other devices shall meet the requirements for L.P. gas service as outlined in the International Fuel Gas Code, NFPA 58 and NFPA 54, or be deemed unapproved and removed from service.
6. All cooking appliances shall be listed and approved. All deep-frying shall be conducted in a listed and approved deep fryer.
7. All appliances used in food booths must have an accessible shut-off valve near the appliance that can be easily closed in case of emergency.
8. Gas burning equipment in enclosed areas shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used in such a manner that no portion of the tent or structure is within twelve (12) inches of the flue or vent.
9. A minimum clear space of three 36 inches shall be maintained between any cooking device and combustible material(s). Exception: 5/8 type X sheetrock installed between cooking device and combustible material. Sheetrock shall extend a minimum of 36 inches past the sides of the cooking device and a minimum of thirty-six 36 inches above the heated surface of the device.



10. The owner or operator shall check the L.P. gas, devices or appliance upon "setting up" and then whenever changes, adjustments or refills occur. This can be done with soapy water sprayed on valves, fittings, etc.
11. Toxic, explosives or flammable gases shall not be permitted in any booth or tent. Flammable liquids shall not be used at any time.



12. All vendors shall submit a tent floor plan for approval by the Albuquerque Fire Marshal's Office.
13. All mobile food vendors shall have a current valid permit from the Albuquerque Fire Marshal's Office PRIOR to the event.
14. All mobile food vendors utilizing a Hood Suppression System (if cooking with grease) must have proof of inspection within the past six months.

The above requirements are excerpts of the City Of Albuquerque Fire Code, Ordinance 0-2012-029, and are LAW. The City Of Albuquerque, has adopted the fire code into ordinance 0-2012-029 in order for the Albuquerque Fire Department to prescribe minimum standards regulating conditions hazardous to life and property from fire and explosion within the city. Albuquerque Fire Department Fire Marshal's Office shall contact and inspect all occupancies (buildings, Businesses, facilities, tents, booths, temporary membrane structures, etc.) to determine compliance with the requirements of the Fire Code. Failure to comply with these guidelines will result in the citing, closure or removal of the operation from the Balloon Fiesta site by authorities.

### **Electrical Requirements**

Each 10' frontage will have two standard 20 amp, 120 volt duplex sockets and two 50 amp, 240 volt sockets of the four prong "RV" style. AIBF concession space utilities are ready for cord-and-cap-connected (plug-in) equipment. If awarded a Concession Agreement, you will be required to work with the power available within the confines of the space. Be sure that the total amperage and wattage of all electrical appliances to be used in your booth does not exceed the supplied electricity. Under no circumstances may you "borrow" power from your neighbor without a specific agreement with the neighbor affected.

#### **The following will be strictly enforced:**

- Each concessionaire is responsible to provide all materials necessary to connect to the utility source
- Altering, direct wiring, stacking multiple plugs, or writing on any Balloon Fiesta electrical boxes is prohibited
- All electrical equipment must meet National Electrical Code Standards
- All electrical equipment must be UL approved and have the UL tag
- All extension/power cords must be grounded
- All cords must be molded or made with listed cord caps that are properly attached
- Spliced cords will not be permitted
- All extension/power cords must be a minimum of 14 gauge SOW type, and must be rated sunlight/oil/water resistant and extra hard usage. 12 gauge cords are preferred. NOTE: Many household extension cords and orange "outdoor" power cords are 16 gauge and not heavy enough for the NEC & Fire Marshal requirements for special events. Please double check your power cords for the correct gauge prior to your arrival
- All 120/240 volt receptacles must be GFCI protected
- Any cords or cables routed up any tent or support poles must be securely fastened with cable ties
- Any cords laid on the ground shall be arranged to minimize tripping hazards and should be covered with a nonconductive material
- Any cord connectors that are laid on the ground shall be listed for wet locations
- All lighting shall be protected from accidental breakage by a suitable fixture with a guard
- If panelboards are used, they must be securely fastened in place. If the panelboard is operating at 120/240 volts, it must be in clear, unobstructed space with a minimum of three feet in front and 30 inches around. Panelboards must be installed by an electrician



- Tents must be grounded and bonded. Metal raceways or channels, metal enclosures containing electrical equipment, and metal frames and parts of portable equipment (e.g. tent frames) that contain or support electrical equipment shall be bonded. The equipment grounding conductor of the circuit supplying the equipment that is likely to energize the metal frame shall be permitted to serve as the bonding means
- All wiring must meet appropriate NEC codes, including grounding of tent and metal container frames
- All electrical equipment must be adequate to support the loads you plan to place on them

For electrical issues, questions, or to schedule an electrician, contact the Concession Headquarters Office. Any additional electrical work you order will be at your expense and will be billed by AIBF's staff or contracted electrician service.

### **Propane**

If propane is to be used, AIBF's selected propane supplier will provide one propane tank per booth. The propane supplier will charge the Concessionaire directly for set up fees, labor, necessary materials, additional tanks/set up fees, and propane usage. Due to City and/or State regulations, no privately owned tanks may be used at Balloon Fiesta Park.

### **Fresh Water/Gray Water**

Hose bibbs for water are available near the rear of your concession space. Concessionaires are responsible for furnishing no less than 5/8" hoses as well as anti-siphon devices to connect to the water source. Per the City of Albuquerque, hoses must be "food grade". AIBF reserves the right to disconnect and remove leaky hoses. Recurring water issues, water running outside of your booth space, trailer, or mobile unit will not be tolerated and is grounds for immediate closure and may jeopardize future Balloon Fiesta participation.

If a gray water tank is needed, Balloon Fiesta will provide one tank per booth, located behind the concession spaces in the utility corridors. If additional tanks are needed, there may be a rental fee imposed. Gray water must be disposed of in designated receptacles only, and only gray water may be disposed of in gray water receptacles. Disposing of waste of any kind on the ground or in public trash barrels is prohibited.

To schedule a plumber or for hose bibb issues, contact the Concession Headquarters Office. Any additional plumbing work that you order will be at your expense and will be billed by AIBF's staff or contracted plumbing service.

### **Grease**

Grease must be disposed of in designated receptacles only. Shared grease receptacles are located behind the concession spaces in the utility corridors. Additional receptacles may be available for an additional fee. Only grease may be disposed of in grease receptacles. Disposing of waste of any kind on the ground or in public trash barrels is prohibited.

### **Refuse**

Refuse must be disposed of in designated receptacles only. Dumpsters are located behind Concession Row for solid refuse. Disposing of waste of any kind on the ground or in public trash barrels is prohibited.

Boxes that have been broken down and placed neatly behind your booth will be picked up for recycling. Boxes that have not been flattened will not be picked up. You are responsible for your own boxes.



### Ice

AIBF will provide contact information for the ice supplier selected to support Balloon Fiesta.

### Portable Toilets

AIBF will provide contact information for the chemical toilets supplier selected to support Balloon Fiesta. Concessionaires wishing to rent chemical toilets for placement in the utility corridor behind their spaces may do so at the same price charged to AIBF.

### Telephone and Internet Service

If you require the use of a dedicated telephone line or Internet connectivity for a cash register or a credit card machine, AIBF will provide contact information for the suppliers of Telephone Service and Wi-Fi Internet selected to Support Balloon Fiesta. Please contact the Concession Manager for information.

## INSURANCE REQUIREMENTS

\*NOTE: If you do not have an ongoing liability policy, there are agencies that provide short term insurance; an example that concessionaires have used in the past is K&K Insurance (800-553-8368), although there are other short-term liability insurance providers as well.

### Liability Insurance for Merchandise Concessionaires

Each merchandise concessionaire must provide AIBF with proof of general and product/premises liability insurance coverage in the minimum amount of \$1,000,000.00. Each policy must name *Albuquerque International Balloon Fiesta, Inc., its directors, agents and employees and the City of Albuquerque* as additional insured. In addition, the following statement is required on all insurance certificates: *“The coverage outlined in this certificate of insurance pertains to the insured’s participation as a Concessionaire at the 2019 Albuquerque International Balloon Fiesta, located at 5000 Balloon Fiesta Parkway NE, Albuquerque, NM 87113, October 5 through October 13, 2019. Albuquerque International Balloon Fiesta, Inc. its directors, agents and employees and the City of Albuquerque are additionally insured.”*

Liability Insurance Certificates are due to AIBF by August 15, 2019. You are not permitted to check in or begin any set up on site until AIBF receives your COI.

### Liability Insurance for Food Concessionaires

Each commercial food concessionaire must provide Spectra with proof of general and product/premises liability insurance in the minimum amount of \$1,000,000.00 for each occurrence and \$2,000,000.00 general aggregate. Each policy must name *Spectra Food Services, Albuquerque International Balloon Fiesta, Inc., its directors, agents and employees and the City of Albuquerque* as additional insured. In addition, the following statement is required on all insurance certificates: *“The coverage outlined in this certificate of insurance pertains to the insured’s participation as a Concessionaire at the 2019 Albuquerque International Balloon Fiesta, located at 5000 Balloon Fiesta Parkway NE, Albuquerque, NM 87113, October 5 through October 13, 2019. Spectra Food Services, Albuquerque International Balloon Fiesta, Inc. its directors, agents and employees and the City of Albuquerque are additionally insured.”*

Liability Insurance Certificates are due to Spectra by August 15, 2019. You are not permitted to check in or begin any set up on site until Spectra receives your COI.



### **Automobile Insurance**

Each concessionaire must provide a certificate of automobile insurance in the minimum amount of \$25,000.00 per person and \$50,000.00 per accident for each vehicle to be used at Balloon Fiesta Park. We cannot use proof of insurance, an insurance card, or the declarations page; it must be a certificate of insurance showing the amounts of your coverage. You do not need to name AIBF, Spectra, or the City of Albuquerque as additional insured.

Automobile Insurance certificates are due to ABIF or Spectra by August 15, 2019. You are not permitted to check in or begin any set up on site until AIBF or Spectra receives your Auto Insurance Certificate.

## **GROSS RECEIPTS AND CASH REGISTER REQUIREMENTS**

### **Gross Receipt Numbers**

Gross receipt data is a mandatory requirement for ALL concessionaires at Balloon Fiesta. Forms are provided to each concessionaire and must be completed and turned in daily. AIBF does not collect gross receipt taxes or provide gross receipt information to the State of New Mexico concerning your operation. Merchandise Concessionaires are required to report their gross sales to the Balloon Fiesta Concession Headquarters Office on a daily basis. Food Concessionaires are required to follow Spectra's collection guidelines. Failure to submit Gross Receipt Numbers each day may jeopardize future Balloon Fiesta participation.

### **Gross Receipts Taxes**

NM Taxation Representatives will provide documentation and forms for concessionaires who have not already established a CRS number with the State. These are business matters between you and the State and you are solely responsible for these taxes. AIBF does not collect Gross Receipt Taxes, nor provide Gross Receipt information to the State of New Mexico Concerning your operation.

### **Cash Registers and Gross Receipts Documentation**

Merchandise Concessions must use a cash register or similar machine (Square/iPad, etc.) for all sales. You will be required to submit your registers' "z tapes" or a sales report with gross receipt reports daily. Food concessions are required to follow Spectra's guidelines.



## 2019 CONCESSIONAIRE HANDBOOK ACKNOWLEDGEMENT FORM

By completing this acknowledgement form and signing below, I certify that I have received, read, and understand the Concessionaire Handbook issued by Albuquerque International Balloon Fiesta. I understand that if I violate any rules, regulations, requirements, and/or guidelines, AIBF reserves the right to revoke and/or terminate any agreement that may be in place, close my booth at any point in time, and retain all monies paid.

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CONCESSION BOOTH NAME

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CONCESSIONAIRE PRINTED NAME

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CONCESSIONAIRE SIGNATURE

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DATE