



SPECTRA
BY COMCAST SPECTACOR



The World's Premier Balloon Event

ALBUQUERQUE INTERNATIONAL
BALLOON FIESTA
OCTOBER 7-15, 2017

**COMMERCIAL FOOD
CONCESSION
APPLICATION
PACKET**

SPECTRA
C/O ISOTOPES PARK
ATTN: PATRICK QUEENEY
1601 AVENIDA CESAR CHAVEZ
ALBUQUERQUE, NM 87106
EMAIL: PATRICK_QUEENEY@COMCASTSPECTACOR.COM



INSTRUCTIONS FOR COMPLETING APPLICATION

Thank you for your interest in being a concessionaire at the 2017 Albuquerque International Balloon Fiesta. Please review the entire application and the instructions carefully.

This application is neither an offer, nor a guarantee of space.

If you are applying for more than one booth space location, please submit a separate application for each space location. Please be sure that each application is complete!

All fields must be answered completely. Be sure to provide accurate information, as it will be the sole representation of your business for the selection process.

If you have a current City of Albuquerque Business Registration Certificate, please submit a copy with your application.

If a contract is issued, management will determine the location of your booth. Requests will be considered, but are not guaranteed.

Your application packet must include all required information. If your application packet does not include all required information, it will be considered incomplete and may jeopardize your acceptance and placement.

Your completed application must be received in the Spectra Food Services office by May 1st, 2017.

You will be notified mid-May as to the status of your application.

IN ORDER TO BE CONSIDERED COMPLETE, YOUR APPLICATION PACKET MUST INCLUDE THE FOLLOWING:

- Commercial Food Concession Application – Must complete all fields
- Exhibit A/Menu - Must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta. Be specific! If an agreement is issued, it will be assigned on the basis of this list, so please be thorough
- City of Albuquerque Fire Marshal Paperwork – Page one completed, page two signed, page three diagram booth layout
- Application for Temporary Food Permit
- Current Food Handlers/ServSafe Certificate for Owner/Supervisor
- Handbook Acknowledgement Form
- Minimum Deposit Amount and All Applicable Fees – Payable in certified funds only
- 2017 Commercial Food Concession Application Checklist & Agreement – Must complete all fields



2017 COMMERCIAL FOOD CONCESSION APPLICATION

APPLICATION DEADLINE: MAY 1ST, 2017

I AM A: <input type="checkbox"/> NEW APPLICANT <input type="checkbox"/> RETURNING APPLICANT (# OF YEARS PARTICIPATED _____)		
COMPANY/BOOTH NAME:		
CONTACT PERSON:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE:	CELL PHONE:	FAX:
EMAIL:		
SPACE REQUEST INFO: (REQUESTS WILL BE CONSIDERED BUT ARE NOT GUARANTEED)		
FRONTAGE SPACE: (IN 10' INCREMENTS)		
I WILL NEED THE FOLLOWING: <input type="checkbox"/> GRAY WATER TANK <input type="checkbox"/> PROPANE TANK		
I PREFER TO RECEIVE 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 FOR OUR SURVIVAL GUIDE AND MOBILE APP, PLEASE SELECT UP TO TWO HEADINGS: <input type="checkbox"/> BREAKFAST BURRITOS/BREAKFAST FOODS <input type="checkbox"/> MEXICAN/ETHNIC FOODS <input type="checkbox"/> HAMBURGERS/HOT DOGS/CHICKEN/BBQ/PIZZA <input type="checkbox"/> ICE CREAM/DESSERTS		

SPACES ARE SOLD IN 10' MAIN STREET FRONTAGE INCREMENTS:

SPACE/SIZE	FOOD SPACE FEE	ADMIN. DEPOSIT*	FIRE INSPECTION	BUSINESS REGISTRATION	FOOD PERMIT	MINIMUM DEPOSIT
10' FRONTAGE	\$3,950.00	\$100.00	\$60.00	\$35.00	\$25.00	\$250.00
20' FRONTAGE	\$7,900.00	\$200.00	\$60.00	\$35.00	\$25.00	\$750.00
30' FRONTAGE	\$11,850.00	\$300.00	\$60.00	\$35.00	\$25.00	\$1,000.00
20' CORNER	\$11,850.00	\$200.00	\$60.00	\$35.00	\$25.00	\$1,000.00
20' STAGE OR BRICK WALKWAY CORNER	\$12,850.00	\$200.00	\$60.00	\$35.00	\$25.00	\$1,500.00

*Administrative Deposit is \$100.00 per 10' of frontage.
 Additional fees for premium locations may apply. All fees are subject to change.



EXHIBIT B

EXHIBITOR/CONCESSIONAIRE/ARTISAN GUIDELINES REGARDING PRODUCT DISTRIBUTION

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

- Alcoholic beverages
- Shirts & sportswear (of any kind, including tees, golf, sweats, etc.)
- Jackets
- Baseball caps
- Packaged or fountain carbonated soft drinks, bottled/canned tea, fruit juices, energy drinks, water, isotonic sports drinks provided by any company other than AIBF's Official Soft Drink Sponsor
- Chemical glow products of any configuration, light swords, light sticks, children's lighted head gear (e.g. "ears", "horns", "antennae", etc.), or fiber optic lighted novelties
- Calendars
- Posters
- Balloon rides
- AIBF programs and official products (without a separate agreement from AIBF)
- Any products not specifically approved in your 2017 AIBF Sponsor Agreement Exhibit, Concession Agreement Exhibit A, or Artisan Agreement Exhibit A

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

- Coffee – NM Pinon Coffee Company
- Dairy – Creamland Dairy
- Imaging Products – Canon



2017 COMMERCIAL FOOD CONCESSION APPLICATION CHECKLIST & AGREEMENT

PRINT NAME OF CONCESSION BOOTH

IN ORDER TO BE CONSIDERED COMPLETE, YOUR APPLICATION PACKET MUST INCLUDE THE FOLLOWING:

- Commercial Food Concession Application – Must complete all fields
- Space Fee Option Selection
- Exhibit A/Menu - Must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta. Be specific! If an agreement is issued, it will be assigned on the basis of this list
- City of Albuquerque Fire Marshal Paperwork – Page one completed, page two signed, page three diagram booth layout
- Handbook Acknowledgement Form
- Minimum Deposit Amount and All Applicable Fees – Payable in certified funds only
- Current Food Handlers/ServSafe Certificate for Owner/Supervisor
- 2017 Commercial Food Concession Application Checklist & Agreement

I am submitting my application packet with all of the required items. I understand that if all required items are not returned with the application, my application is considered incomplete which may affect my acceptance and placement.

I understand that if awarded an agreement, my entire remaining balance including any applicable fees must be paid in full no later than July 1st, 2017. In the event payment is not received by July 1st, 2017, then per my agreement, AIBF shall have the right to declare the agreement terminated and retain any monies.

In the event an agreement is not awarded to me and I wish to remain on a standby list, my deposit will be held until it is determined if a space will become available. If a space does not become available, my deposit will be refunded and mailed to me in November.

PRINTED NAME

DATE

SIGNATURE



Albuquerque Fire Marshal's Office

724 Silver SW
Albuquerque NM, 87102
Phone (505) 764-6300
Fax (505) 764-6323

BALLOON FIESTA FIRE PERMIT/TENT APPLICATION

Approved **Disapproved**
Man # _____ Date _____
Case# _____
Officers Signature _____

Approved plans do not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with the approved plans.

Event Information

Event Name Albuquerque International Balloon Fiesta

Business Name

Street Number	Street Name	Quad.
---------------	-------------	-------

City	State	Zip Code
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Contact Name

Contact Phone

Emergency Phone

Contact Email

Event Start Date

Event Start Time

Event End Date

Event End Time

Tent Company

Tent Company

Street Number	Street Name	Quad.
---------------	-------------	-------

City	State	Zip Code
------	-------	----------

Contact Name

Contact Phone

Emergency Phone

Contact Email

Inspection Date

Inspection Time

Total Square Footage

Balloon Fiesta Tent Requirements

LOCATION Tents or canopies shall not be located within 20 feet of lot lines, vehicles, or generators. All dimensions shall be indicated on the site plan. (IFC 2403.8)

DISPLAY OF MOTOR VEHICLES Vehicles and equipment used for display within or near tents shall have batteries disconnected, have less than ¼ of a tank of fuel, and tank openings shall be locked and sealed. Vehicles shall not obstruct the means of egress. (IFC 2404.18)

PROPANE GAS Tents or canopies shall not be located within 10 feet of propane tanks less than 500 gallons. (IFC 2404.16.2.1)

ANCHORAGE REQUIRED Tents or Membrane Structures and their appurtenances shall be adequately roped, braced or anchored to withstand the elements of weather and prevent against collapsing. (IFC 2403.9)

AIR INFLATED FUN JUMPS Air inflated fun jumps shall be approved on the site plan. (IFC 2403.4 and IFC 2403.2)

OUTDOOR ASSEMBLIES The fire code official shall establish an occupant load for tents and access controlled event. (IFC 2804.2)

COOKING All cooking and warming devices shall be indicated on the floor plan. Cooking appliance approvals shall be granted on a case by case basis. (IFC 2404.15)

VEGETATION AND WASTE Combustible vegetation and waste shall be cleared 30 feet back from tents or canopies. A description of the floor surface surrounding the tent or canopy and the floor within the tent or canopy shall be indicated on the floor plan. (IFC 2404.21)

COMBUSTIBLE MATERIAL Hay, straw, shavings or similar combustible materials shall not be located within any tent or canopy with an occupant load greater than 49 and or a square footage exceeding 750 square feet. A description of the floor surface inside the tent or canopy is required. (IFC 2404.5)

SMOKING Approved "No Smoking" signs shall be posted and indicated on the floor plan. Smoking shall be prohibited. (IFC 2404.6)

GENERATORS All generators shall be isolated from contact with the public by fencing or by other approved means. One 3A-40BC Fire Extinguisher is required per generator. Generator indications are required on the site plan. (IFC 2404.19)

FIRE EXTINGUISHERS A Fire Extinguisher shall be provided for every 1500 square feet of tent or canopy space. Travel distance to a Fire Extinguisher shall not exceed 75 feet. Extinguishers shall be indicated on the floor plan. (IFC 2404.12)

REQUIRED EXITS Equal or greater than: [150sqft 2 exits are required] [3,000sqft 3 exits are required] [7,500sqft 4 exits are required] [15,000sqft 5 exits are required] [30,000sqft 6 exits are required]. Exits must be spaced appropriately. (IFC 2403.12)

EXITS Exit openings shall be contrasting in color and be free sliding. Tent side walls or open wall canopies shall be indicated on the plans. (IFC 2403.12.3)

EXIT SIGN ILLUMINATION AND EMERGENCY LIGHTING Exit sign illumination and emergency lighting are required when the occupant load exceeds *49*. (IFC 2403.12.6)

EXTENSION CORDS Only approved UL, FM, or NRTL, three prong, grounded extension cords are permitted. Frayed or taped wire is prohibited. (IFC 605.5) All extension cord connection points shall be off the ground by 1 inch or more.

TENT MATERIAL All tent material shall meet "State of California Fire Marshal's Office" standards as per IFC Section 2404.2, NFPA 701, or CPAI-84. (IFC 2404.2)

ACCESS All Fire Hydrants and Fire Department appliances shall be free from obstructions. Fire Department access roads shall be a minimum or 20 feet. (IFC 2403.8.1)

CHAIRS Non-fixed chairs exceeding 200 shall be fastened together in groups no less than three or securely fastened to the floor. (IFC 1028.12)

PERMITS All tents require permits. All canopies which exceed 400 square feet shall not be erected without obtaining a permit from our office. (IFC 2403.4)

TENT FEES [0-400sqft \$50] [401-1500sqft \$100] [1501-3000sqft \$150] [3001-6000sqft \$200] [6001-9000sqft \$250] [+9001sqft \$300]

ADDITIONAL FEES Additional fees may apply to all after hour inspections.

INSPECTIONS Inspection times shall be scheduled within four hours of the event opening. All electrical equipment, catering devices, tables, chairs, and merchandise shall be set in place prior to inspection.

Disclaimer

The undersigned hereby acknowledges that all requirements indicated above must be adhered to in order for this application to be accepted. The standards specified above are the minimal requirements which the applicant is not limited to. Additional Fire Codes may apply during initial inspection if unforeseeable circumstances arise. An approved plot plan or floor plan does not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with both the approved plot plan and floor plan. All disapprovals will be indicated on the tops of each page and all violations will be indicated with a check mark on this disclaimer. All information must be submitted to process this application. Revised 11/15/12.





































EVENT CONTACT NAME: _____ **PHONE NUMBER:** _____
(PLEASE PRINT)

EVENT CONTACT SIGNATURE: _____ **DATE:** _____

TENT CONTACT NAME: _____ **PHONE NUMBER:** _____
(PLEASE PRINT)

TENT CONTACT SIGNATURE: _____ **DATE:** _____

TENT LAYOUT DESCRIPTIONS

<p>LEGEND:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p> ILLUMINATED EXIT SIGN</p> <p> EMERGENCY LIGHTING</p> <p> COMBINATION UNIT</p> <p> EXIT OPENING</p> <p> FIRE HYDRANT</p> <p> FIRE DEPT CONNECTION</p> </td> <td style="width: 50%; vertical-align: top;"> <p> FIRE EXTINGUISHER</p> <p> NO SMOKING SIGNS</p> <p> NO SIDE WALL</p> <p> TENT SIDE WALL</p> <p> GENERATOR / MOTOR</p> <p> LIQUEFIED PETROLEUM GAS</p> </td> </tr> </table>	<p> ILLUMINATED EXIT SIGN</p> <p> EMERGENCY LIGHTING</p> <p> COMBINATION UNIT</p> <p> EXIT OPENING</p> <p> FIRE HYDRANT</p> <p> FIRE DEPT CONNECTION</p>	<p> FIRE EXTINGUISHER</p> <p> NO SMOKING SIGNS</p> <p> NO SIDE WALL</p> <p> TENT SIDE WALL</p> <p> GENERATOR / MOTOR</p> <p> LIQUEFIED PETROLEUM GAS</p>	<p>OFFICERS COMMENTS:</p>	<p style="text-align: center;">Balloon Fiesta Tent Permit Application</p> <p style="text-align: center;"> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved </p> <p>Man # _____</p> <p>Date _____</p> <p>Case# _____</p> <p>Signature _____</p>
<p> ILLUMINATED EXIT SIGN</p> <p> EMERGENCY LIGHTING</p> <p> COMBINATION UNIT</p> <p> EXIT OPENING</p> <p> FIRE HYDRANT</p> <p> FIRE DEPT CONNECTION</p>	<p> FIRE EXTINGUISHER</p> <p> NO SMOKING SIGNS</p> <p> NO SIDE WALL</p> <p> TENT SIDE WALL</p> <p> GENERATOR / MOTOR</p> <p> LIQUEFIED PETROLEUM GAS</p>			

CONSTRUCTION DOCUMENTS Detailed site and floor plan for tents shall be provided with each application for approval. The tent floor plan shall indicate means of egress, seating arrangement, heating and electrical equipment, exit signs, no smoking signs, fire extinguishers, cooking equipment, and exhibits. **(IFC 2404.6)**

Type X Sheet rock is required between all heat producing devices or must be located a distance of at least three feet from the tent wall.



City of Albuquerque
Environmental Health Department
Consumer Health Protection Division
P.O. Box 1293, Albuquerque, NM 87103



FAX: 505-768-2617

Email: fvaros@cabq.gov

Phone 505-768-2716

Applications must be submitted at least 3 days prior to the event

Application for Temporary Food Permit

Submit Completed Form to City Hall, 400 Marquette NW, 3rd Floor, Room 3023, **M-Fri 8 am – 3 pm, or by Appointment**

Event Name:	Date From:	To:
Booth Name:	Event Location:	
Event Hours: Start:	End:	Set Up Time:

Applicant: Owner/Operator	
Address:	City/State/Zip:
Phone #:	Organizer Contact:
Email:	Fax #:

Location of food preparation: On Site Other _____

List all Menu items: _____

- Cooking/Reheating Gas Elec Other
- Hot Holding Gas Elec Other
- Cold Holding Gas Elec Other
- Garbage/Solid Waste On Site
- Other *Explain*
- Liquid Waste Disposal On Site
- Other *Explain*
- Thermometers Metal Stem Refrigerator
- Gravity Handwash Station Sanitizer
- Test Kit 3-Compartment basin set-up

I hereby agree to abide by all requirements of the Food Sanitation Ordinance as it relates to temporary food stands and understand that the enforcement authority may impose additional requirements and may prohibit the sale of some or all potentially hazardous food to protect the public. I further agree not to sell any home prepared products. I voluntarily agree to destroy any food deemed to be unfit for human consumption or hazardous to the public health. My failure to dispose of condemned food shall be grounds for immediate closure of the food operation.

Signature: _____
 Date: _____

 Health Authority Signature

TREASURY DIVISION USE ONLY – TEMPORARY 0204

Business Registration Fee: \$35.00 or 501 (c) (3)
 Temporary Food Permit Fee: \$25.00

Vendors shall not open for business prior to paying and obtaining a permit from Environmental Health Consumer Health Protection.

Amount Paid: \$ Date:



ALBUQUERQUE INTERNATIONAL
BALLOON FIESTA
OCTOBER 7-15, 2017

**ALBUQUERQUE
ENVIRONMENTAL HEALTH DEPARTMENT
ADD ON**

ALBUQUERQUE ENVIRONMENTAL HEALTH DEPARTMENT
CONSUMER HEALTH PROTECTION DIVISION
TEMPORARY FOOD VENDOR PERMITS
PO Box 1293
ALBUQUERQUE, NEW MEXICO
PHONE: 505-768-2638
FAX: 505-768-2617 OR 505-768-2698



TEMPORARY FOOD PERMITS AND INSPECTION REPORTS

Temporary Food Permits

Applications for Temporary Food Permits are provided in your Commercial Food Concession Application. Completed applications and proposed menus will be submitted to the AEDH for review and approval once concessionaires are accepted.

Inspections

AEHD Inspections will be scheduled for Wednesday, October 4th, 2017 through Friday, October 6th, 2017. Inspections will verify that all structural, sanitation, food storage, food source, refrigeration, three compartment sinks, sanitization buckets, thermometers, etc., and safety requirements are met. If all requirements are met, an inspection report will be issued. Once the inspection report is issued, food preparation may begin.

In the event requirements are not met by Friday, October 6th, 2017, follow up inspections will be conducted on Saturday, October 7th, 2017 beginning at 5:00AM. If your operation meets the minimum requirements on the AEHD checklist provided with your contract, you may begin selling. However, if you begin operations and do not meet the requirements, you may have to destroy any food prepared under conditions that requirements were not met.

BOOTH CONSTRUCTION REQUIREMENTS

Materials

All materials must be fire retardant and/or sprayed with fire retardant chemicals.

Electrical Connections

All connections must meet building and safety code standards. Be sure that the total amperage and wattage of all electrical appliances to be used in your booth does not exceed the supplied electricity. All City of Albuquerque electrical guidelines must be followed.

Floors

All floors for food concessionaires shall be of fire resistant and easy to clean materials. No carpeting, cardboard, astro-turf, or tarp material is permitted. Washable floor mats and runners are okay if kept clean. Booth floors, trailers, or mobile units shall have spill retaining construction to contain spills within the booth. Wastewater running into areas outside of your booth, trailer, or mobile unit is grounds for immediate closure and permit suspension.

Walls and Ceilings

Food concession booths/structures must be a minimum of three sided with waterproof ceilings that drain away from the interior of the booth. Walls must be made of fire retardant materials and must be covered or screened from floor to ceiling with the exception at the customer service area.



Food Guards

Food Guards are required where food is exposed or accessible to the public. Heat generating equipment and/or equipment with open flame such as grills, shall be separated four feet from the public or fenced off. Additionally, grills are required to have covers.

Hoods

Ventilation and hoods may be required based on the type of cooking equipment and procedures used.

TEMPORARY FOOD VENDOR GENERAL INFORMATION

Compliance

Immediate corrective action on any identified deficiencies by the AEHD is expected and enforced. Failure to comply with food safety concerns will result in suspension of your operation permit and removal from Balloon Fiesta. The same rules in restaurant facilities apply to temporary events.

All persons in charge must be able to demonstrate food safety knowledge and be on site at all times of operation. Persons in charge are responsible to distribute information to all people working in the booths.

Prohibited Menu Items

Fresh or frozen shellfish, sprouts, and sushi menu items are prohibited.

Utensils for Customers

Only single service items shall be provided for customer use. Utensils must be kept protected from contamination such as dust and insects. Straws must be individually wrapped.

Food and Beverage Source

All potentially hazardous foods such as meats, poultry, fish, cheeses, and vegetables shall be from a commercially permitted facility. Dairy products and eggs are limited to pasteurized milk, pasteurized liquid eggs and pasteurized shell eggs.

Food Protection

All food and drinks shall be kept covered and protected with either a food guard or wrapped to prevent contamination from insects, dust, rain, the public. All food and drinks shall be stored a minimum of six inches off the floor and covered to protect against contamination, inclement weather, and spills.

Potentially hazardous food should never be thawed at room temperature. Thawing is only permitted using refrigeration, under cold running water, or in a microwave if it is cooked immediately.



Carry over of precooked food or food items left overnight are prohibited. The AEHD may restrict the sale of some menu items based upon equipment availability and operational conditions in order to maintain food safety and protect the public.

Prevention of Cross Contamination

Raw food items shall be stored away from cooked food items or vegetables. Meat species (beef, pork, chicken, turkey, etc.) must be stored in separate containers. Wash and sanitize cutting boards and knives after each use. Wash hands and change gloves often. No bare hand contact is permitted with ready to eat foods.

Exotic Meats, Farmed Wild Game Meats, Fish

As per Ordinance, these food items are prohibited under a Temporary Food Permit. An exception may be considered if you submit an application with supportive documentation for such menu or food items by June 15th, 2017. The application shall include a letter from the supplier, your booth layout and a listing of commercial equipment used. No exceptions will be made. These products are limited to commercially processed and distributed products with proof of having met USDA, FDA and any other regulatory agency requirements for processing plants. The AEHD reserves the right to restrict and deny menu items and impose additional, structural, equipment, and operational requirements to ensure food safety practices to protect the public's health.

Chemical Storage

Chemicals and toxic items, including sanitizers, must be properly labeled and stored below and away from food, food utensils, and food contact equipment of single service items.

Liquid Wastewater and Grease Disposal

AIBF will provide containers for gray water and grease disposal. To dispose of gray/waste water, locate the gray water holding tank nearest you and transport liquid wastewater from your booth to the gray water disposal container in covered containers. Using a hose to drain gray water tanks is discouraged, but if you do use a hose, you must have an anti-siphon valve at the source. Grease waste may be disposed of only in containers marked "grease disposal". Any waste disposal on the ground will result in potential soil contamination and may cause your health permit to be suspended, the operator may be cited, and your administrative deposit may be forfeited.

Solid Waste Disposal

Food concession operators shall keep food preparation and storage areas free of litter. A minimum of two covered garbage cans within the food preparation area is required. Absolutely no dumping or leaking on the ground will be permitted.

Water Hoses

Hoses must be food grade water hoses and must be connected to the source with an anti-siphon device. Food grade hoses may be available at local RV supply stores.



Ice and Ice Chest Use

Ice machines and ice bins shall not be used for storing foods such as meats, fish, poultry, vegetables, dairy products or eggs. Use of ice scoops is required to dispense ice into beverages. The Ice scoops should always be stored in a covered container on the outside of the ice chest, ice bin, or ice machine. Ice must be from potable water and an approved source.

Ice chests must drain and are only permitted for the storage of commercially prepacked and sealed beverages. Ice chest use is not permitted for potentially hazardous food (PHF) storage.

Equipment and Operations

NSF Standard Seven equipment is designed for limited use and will only be permitted to store beverages. Commercial type gas or electric refrigeration equipment is required for the storage of all potentially hazardous foods such as meats, poultry, eggs, fish, vegetables, dairy products, farmed raised game meats, fish, etc.

Sanitizing Equipment

A commercial three compartment sink is required for all food concessions having potentially hazardous food menu items. Open drains are required to drain into a liquid waste holding unit. The correct dish and ware washing order is: wash, rinse, sanitize, air dry. A three compartment set up is required for all other food menus. Each container/basin or sink must be clearly marked. During hours of operation, three compartment sinks should be set-up and ready for use.

Refrigeration Thermostats Setting

Refrigeration thermostats should be set to 38°F, meaning the refrigerator ambient/inside air temperature should be 38°F or colder. Freezer thermostats should be set to 0°F, meaning the freezer ambient/inside air temperature should be 0°F.

Thermometers

Hanging thermometers are required in all refrigerators and freezers to monitor the units' internal temperatures. Calibrated metal stem thermometers or thermocouples measuring 0°F to 220°F are required for testing food temperatures. Thermometers should be easily accessible when preparing, cooking, and for hot or cold holding food.

To calibrate a thermometer, fill a glass with ice cubes and top it off with cold water. Stir the water and let it sit for 3 minutes. Stir the water again and insert your thermometer into the glass, making sure not to touch the sides; the temperature should read 32°F. If it doesn't read 32°, manually set it using the nut behind the thermometer face.

Hand Washing Facilities

Each concession shall have a minimum of 15 gallon capacity, gravity-fed, hand washing station with a spout at the bottom of the container, soap, paper towels, and a trash can.



Personal Hygiene Practices

All persons working with food shall wash their hands and arms prior to starting to work, after a break, after restroom use, between tasks, and when hands and arms are soiled. Bare hand contact is prohibited with ready-to-eat foods. Gloves must be changed when moving from one task to another and when they are soiled or damaged. All persons working with food must wear clean clothing and hair restrains. No false fingernails, nail polish, or jewelry is permitted. Ill employees are prohibited from working with food.

Eating, drinking, smoking, and sleep quarters are prohibited within food concession booths. Employee drink containers must have a tight cover and a straw and must be stored in a designated break area. Personal food items must be stored in a separate container and clearly marked. Personal property such as coats, jackets, and purses shall be stored away from food and food products.

Pest Control

Each booth operator must control insects in the preparation and service areas. Only contact poison such as pyrethrum or allethrin may be used. Do not spray booth while food is open or exposed to chemical contamination from spraying.

FOOD VENDOR FREQUENTLY ASKED QUESTIONS

What is a potentially hazardous food?

Potentially hazardous foods, or PHFs, are foods that are commonly associated with food borne illnesses due to their ability to grow bacteria. Typical PHFs are meats, poultry, fish, cream fillings, cheese, eggs, rice, potatoes, cooked pastas, vegetables, and beans. Keeping these foods away from the temperature danger zone (40°F to 140°F) can reduce the potential of a food borne illness. Cooking and reheating should be to 165°F, hot holding food temperatures should be kept at 140°F or higher; cold holding food temperatures should be kept at 40°F or lower. These temperatures are not to be confused with refrigeration settings.

Can I start selling food once I finish setting up the booth?

Prior to selling of foods to the public, temporary food vendor operators must pass a pre-operational structural inspection and a menu review by the Albuquerque Environmental Health Consumer Health Protection Division Staff. Follow the booth set up check list provided by AEHD to determine if you are ready for inspection.

Once I get my Health permit what should I do with it?

Your health inspection permit and any other permit required by COA agencies shall be prominently displayed for the public to see, specifically in the front part of your booth and readily visible to the public.



What should I use to sanitize my equipment and dishes?

A quat formula produced by Auto Chlor is the only sanitizer that may be used during the 2017 Balloon Fiesta. The formula is made available throughout the event as necessary, and will be delivered by Spectra Food Services and Hospitality prior to the start of each session. Quat is widely used in the food service industry, as it not only meets the sanitation requirement by health officials, but also because of the ease of the mixture through its set up calibrated machines. It must be used in correct quantities and in concentrations of 200PPM. The calibrators are set for this specific concentration and will last for 4-6 hours out of the direct sunlight. Simple test strips will be made available to monitor the quat concentration both prior to and during inspections. The correct dishwashing procedure is WASH in soapy water first, RINSE in clear water, SANITIZE by letting the dish soak in the sanitizing solution for at least one minute, then AIR dry food utensils and equipment.

How should I sanitize equipment surfaces, counter tops, or service areas?

Use the same sanitizer chemical listed above. The prepared sanitizing solution may be placed either in a bucket or in a spray bottle; both should be labeled with the name of the sanitizer. The solution should be prepared fresh both daily and when it becomes soiled.

Wiping cloth towels shall be kept in the bucket at all times. Paper towels to wipe surfaces may only be used when using sanitizing solution in a spray bottle.

What is an approved facility?

An approved facility is any area that has been issued a health permit to operate as a food service establishment. This includes restaurants, mobile food units/trucks, processors, and permitted commercial suppliers. Home cooking or food preparation in a hotel/motel, RV, or similar premises is prohibited.

This information is provided by AEHD and is intended to assist vendors in saving time and ensuring a safe and enjoyable Fiesta for everyone.

For any questions or concerns, regarding this Health and Environment section, please contact the Albuquerque Environmental Health Department.
