



The World's Premier Balloon Event

ALBUQUERQUE INTERNATIONAL
BALLOON FIESTA
OCTOBER 7-15, 2017

**MERCHANDISE
CONCESSION
APPLICATION
PACKET**

AIBF
ATTN: ERICA HAHN
4401 ALAMEDA BLVD NE
ALBUQUERQUE, NM 87113
EMAIL: EHAHN@BALLOONFIESTA.COM
PHONE: 505-821-1000
FAX: 505-828-2887



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 AIBF 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:

- Merchandise Concession Application – Must complete all fields
- Exhibit A – 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
- Photographs of Your Concession Booth and/or Portable Structure – Photographs are non-returnable
- Photographs or Samples of Your Proposed Product Line – Photographs are non-returnable
- 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 – Checks are payable to AIBF
- 2017 Merchandise Concession Application Checklist & Agreement



2017 MERCHANDISE 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 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"/> PINS/PATCHES/BALLOON SOUVENIRS <input type="checkbox"/> JEWELRY <input type="checkbox"/> NON-BALLOON CLOTHING/ACCESSORIES <input type="checkbox"/> OTHER SOUVENIRS		

SPACES ARE SOLD IN 10' MAIN STREET FRONTAGE INCREMENTS:

SPACE/SIZE	NON-FOOD SPACE FEE	ADMIN. DEPOSIT*	CABQ FIRE INSPECTION FEE	CABQ BUSINESS REGISTRATION FEE	MINIMUM DEPOSIT
10' FRONTAGE	\$3,450.00	\$100.00	\$60.00	\$35.00	\$250.00
20' FRONTAGE	\$6,900.00	\$200.00	\$60.00	\$35.00	\$750.00
30' FRONTAGE	\$10,350.00	\$300.00	\$60.00	\$35.00	\$1,000.00
20' CORNER	\$10,350.00	\$200.00	\$60.00	\$35.00	\$1,000.00
20' STAGE OR BRICK WALKWAY CORNER	\$11,350.00	\$200.00	\$60.00	\$35.00	\$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
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2017 MERCHANDISE CONCESSION APPLICATION CHECKLIST & AGREEMENT

PRINT NAME OF CONCESSION BOOTH

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

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- Merchandise 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.
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City	State	Zip Code
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Contact Name	
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Contact Phone	
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Emergency Phone	
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Contact Email	
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Event Start Date	
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Event Start Time	
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Event End Date	
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Event End Time	
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Tent Company

Tent Company	
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Street Number	Street Name	Quad.
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City	State	Zip Code
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Contact Name	
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Contact Phone	
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Emergency Phone	
------------------------	--

Contact Email	
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Inspection Date	
------------------------	--

Inspection Time	
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Total Square Footage	
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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.