



*The World's Premier Balloon Event*

ALBUQUERQUE INTERNATIONAL  
BALLOON FIESTA®  
OCTOBER 7-15, 2017

**CONCESSIONAIRE  
HANDBOOK**

AIBF

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The Concessionaire Handbook has been written for your information 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 take some time to carefully read through the entire handbook and application, as there have been several changes from previous years.

## DEADLINES

Concession Application Available at BalloonFiesta.com:	January 31, 2017
Merchandise Concession Application Due to AIBF: <i>Including admin deposit, city fees, and space reservation</i>	May 1 <sup>st</sup> , 2017
Food Concession Application Due to Spectra:	May 1 <sup>st</sup> , 2017
Merchandise Concession Acceptance Sent by AIBF:	May 15 <sup>th</sup> , 2017
Food Concession Acceptance Sent by Spectra:	May 15 <sup>th</sup> , 2017
Merchandise Concession Payment in Full Due to AIBF:	July 1 <sup>st</sup> , 2017
Food Concession Payment in Full Due to Spectra:	July 1 <sup>st</sup> , 2017
Concession Insurance Certificate Due to AIBF or Spectra	August 15 <sup>th</sup> , 2017
Concession Cancellation Deadlines to Receive Refunds:	
Deposit, City Fees, and Reservation:	June 1 <sup>st</sup> , 2017
Payment:	August, 1 <sup>st</sup> , 2017

## CHECK IN/SET UP/ CLEAN UP /CHECK OUT DATES AND TIMES

Concession Check In: <i>(9:30AM – 12:00PM &amp; 1:00PM – 4:00PM)</i>	September 25 <sup>th</sup> , 2017 – October 4 <sup>th</sup> 2017
Concession Last Day for Set Up:	October 5 <sup>th</sup> , 2017
Main Street Closure to Vehicles at 5:00PM: <i>(Any vehicles on Main Street after the closure may be subject to towing)</i>	October 5 <sup>th</sup> , 2017
Concession Clean Up and Check Out: <i>(Begin at 11:00AM, October 15<sup>th</sup>, 2017 and complete by 4:00PM, October 16<sup>th</sup>, 2017)</i>	October 16 <sup>th</sup> , 2017



## 2017 SCHEDULE OF EVENTS

### FRIDAY, OCTOBER 6

7:00am Albuquerque Aloft (at local elementary schools)

### SATURDAY, OCTOBER 7

6:00am Dawn Patrol Show, *presented by Route 66 Casino Hotel & RV Park*  
6:00am Laser Light Show  
6:30am Krispy Kreme Morning Glow  
6:45am Opening Ceremonies  
7:00am Mass Ascension, *presented by Canon*  
2:00pm America's Challenge Gas Balloon Race Inflation  
6:00pm Twilight Twinkle Glow  
6:00pm America's Challenge Gas Balloon Race Launch  
7:45pm Laser Light Show  
8:00pm AfterGlow™ Fireworks Show, *presented in part by Albuquerque Journal\**

### SUNDAY, OCTOBER 8

6:00am Dawn Patrol Show, *presented by Route 66 Casino Hotel & RV Park*  
6:00am Laser Light Show  
6:30am Krispy Kreme Morning Glow  
7:00am Mass Ascension  
9:00am Fiesta of Wheels Car Show (located on launch field)  
11:00am Balloon Fiesta Pin Trading (Group Tour Tent, north end of Main Street)  
6:00pm Balloon Glow  
7:45pm Laser Light Show  
8:00pm AfterGlow™ Fireworks Show, *presented in part by Albuquerque Journal\**

### MONDAY, OCTOBER 9

PROPANE DAY *presented by Airgas, an Air Liquide company*

6:00am Dawn Patrol  
6:00am Laser Light Show  
7:00am Balloons Launch  
8:00am Competition Flying Begins

### TUESDAY, OCTOBER 10

6:00am Dawn Patrol  
6:00am Laser Light Show  
7:00am Balloons Launch  
8:00am Competition Flying Begins

### WEDNESDAY, OCTOBER 11

6:00am Dawn Patrol Show, *presented by Route 66 Casino Hotel & RV Park*  
6:00am Laser Light Show  
6:30am Krispy Kreme Morning Glow  
7:00am Flight of the Nations Mass Ascension  
8:00am Competition Flying Begins



## **THURSDAY, OCTOBER 12**

### **KIDS' DAY**

6:00am	Dawn Patrol
6:00am	Laser Light Show
7:00am	Special Shape Rodeo™
8:00am	Competition Flying Begins
6:00pm	Special Shape Glowdeo™
7:45pm	Laser Light Show
8:00pm	AfterGlow™ Fireworks Show, <i>presented in part by Albuquerque Journal*</i>

## **FRIDAY, OCTOBER 13**

6:00am	Dawn Patrol
6:00am	Laser Light Show
7:00am	Special Shape Rodeo™
8:00am	Competition Flying Begins
6:00pm	Special Shape Glowdeo™
7:45pm	Laser Light Show
8:00pm	AfterGlow™ Fireworks Show, <i>presented in part by Albuquerque Journal*</i>

## **SATURDAY, OCTOBER 14**

6:00am	Dawn Patrol Show, <i>presented by Route 66 Casino Hotel &amp; RV Park</i>
6:00am	Laser Light Show
6:30am	Krispy Kreme Morning Glow
7:00am	Mass Ascension
11:00am	Balloon Fiesta Pin Trading (Group Tour Tent, north end of Main Street)
1:00 – 5:00pm	Music Fiesta™
6:00pm	Night Magic™ Glow, <i>presented by Canon</i>
7:45pm	Laser Light Show
8:00pm	AfterGlow™ Fireworks Show, <i>presented in part by Albuquerque Journal*</i>

## **SUNDAY, OCTOBER 15**

6:00am	Dawn Patrol Show, <i>presented by Route 66 Casino Hotel &amp; RV Park</i>
6:00am	Laser Light Show
6:30am	Krispy Kreme Morning Glow
7:00am	Farewell Mass Ascension

*\*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 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 no later than May 1<sup>st</sup>, 2017. Applications are available on the AIBF website at [www.balloonfiesta.com](http://www.balloonfiesta.com) à Contact Us à Concessions/Artisans.

#### **Merchandise Concession Applications Packets Must Include**

- ◁ Concession Application – Must complete all fields
- ◁ Exhibit A – Must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta
- ◁ Photos of Your Concession Booth and/or Portable Structure – Photos are non-returnable
- ◁ Photos or Samples of Your Proposed Product Line – Photos are non-returnable
- ◁ City of Albuquerque Fire Marshal Paperwork – Page one completed, page two signed, page three diagram of booth
- ◁ Handbook Acknowledgement Form – Must complete all fields
- ◁ Minimum Deposit Amount and Applicable Fees – Checks are payable to AIBF
- ◁ 2017 Merchandise Concession Application Checklist & Agreement – Must complete all fields

### **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 no later than May 1<sup>st</sup>, 2017. Applications are available on the AIBF website at [www.balloonfiesta.com](http://www.balloonfiesta.com) à Contact Us à Concessions/Artisans.

#### **Food Concession Applications Packets Must Include**

- ◁ Concession Application – Must complete all fields
- ◁ Menu – Must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta. The menu will be known as Exhibit A
- ◁ City of Albuquerque Fire Marshal Paperwork – Page one completed, page two signed, page three diagram of booth
- ◁ Temporary Food Permit Application
- ◁ Current Food Handlers/ServSafe Certificate for Owner/Supervisor
- ◁ Handbook Acknowledgement Form – Must complete all fields
- ◁ Minimum Deposit Amount and Applicable Fees – Payable in certified funds only
- ◁ 2017 Commercial Food Concession Application Checklist & Agreement – Must complete all fields



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.

### **Selection of Concessionaires**

Balloon Fiesta strives to maintain a product mix that best suits the needs of its guests. All applications are reviewed accordingly. Generally, the number of applications received exceeds the number of spaces available, thus the awarding of concession agreements will be based on product mix and the perceived ability of a concessionaire 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.

### **City Fees**

AIBF and/or Spectra will facilitate obtaining Business Registration Certificates, Fire Inspections and Temporary Food Permits from the City of Albuquerque, as required, for each concessionaire. AIBF and/or Spectra will collect applicable fees and provide information and/or forms to aid concessionaires in accomplishing these tasks.

### **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, deposit refunds will be issued in November.

If a concessionaire who is not selected wishes to opt off of the "Standby List", deposit refunds will be issued within four weeks.

### **Payment Deadline**

If awarded an agreement, payment in full is due in either the AIBF office (merchandise concessions) or Spectra office (food concessions) by July 1<sup>st</sup>, 2017. In the event payment is not received by July 1<sup>st</sup>, 2017, then per your agreement, AIBF shall have the right to declare the agreement terminated and retain any monies.



### **Cancellations/Deposit Refunds**

Deposit refunds minus a 10% cancellation fee will be issued to concessionaires who are selected to participate but cancel prior to June 1<sup>st</sup>, 2017. No deposits or fees will be returned after June 1<sup>st</sup>, 2017.

Payment refunds minus a 10% cancellation fee will be issued to concessionaires who are selected to participate but cancel prior to August 1<sup>st</sup>, 2017. No refunds will be permitted after August 1<sup>st</sup>, 2017. Concessionaires that cancel by way of nonpayment by July, 1<sup>st</sup>, 2017 will not receive any refund.

Administrative deposit refunds will be paid in November for those concessionaires who have turned all paperwork and payments in on time, left their booth spaces as clean as they found them, adhered to all AIBF and/or Spectra rules, regulations, requirements, and guidelines, and provided all gross receipts paperwork daily.

### **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 the returned payment must be paid with certified funds (money order or cashier's check) only.

## **GENERAL RULES AND REGULATIONS**

### **Gate Hours**

Gates open for guests/general public at 4:30AM for morning sessions, and 3:30PM for evening sessions. Guests are advised to arrive at the park by 4:00AM to 4:30AM for morning events and by 4:00PM for evening events. Since there is no specific line of traffic for vendors, please plan your arrival to the park accordingly.

### **Required Hours of Operation**

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 from 5:30AM through 8:30PM on Saturday, October 14<sup>th</sup> during Music Fiesta.

If your booth is found 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.

### **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 Certificates, Fire Inspections, Health Inspections, etc.



In addition, this same information is provided to vendors who offer concessionaire services such as propane, telephone service, concessionaire 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. Be sure to include your name, concession booth name, and personal signature with your request.

### **Space Size**

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 sites 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, or any product may extend beyond these boundaries. No encroachment is allowed in to your neighbor's space or beyond your booth's defined space limits. This includes no encroachment in to the walkways or the sand and gravel utility service corridor.

### **Utility Service Corridor**

The only items permitted in the utility corridor are portable toilets, propane tanks, gray water tanks, grease receptacles and ice machines. Absolutely no vehicles (including trailers or golf carts) will be permitted within the utility corridor. If anything other than approved items are placed in the utility corridor, they will be removed at the owner's expense.

## **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.

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.

## **RESTRICTIONS AND REGULATIONS**

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 will not be permitted.





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

No distribution of pamphlets, samples, and/or other printed material is permitted outside your designated space at Balloon Fiesta Park.

Hawking and/or sales outside your space are prohibited.

**Sale, Distribution, or Display of the Following is Strictly Prohibited**

- Ø Alcoholic beverages
- Ø Shirts & sportswear (of any kind, including tees, golf, sweats, etc.)
- Ø Baseball caps
- Ø Jackets
- Ø Glow products
- Ø Calendars
- Ø Balloon rides
- Ø Posters
- Ø AIBF programs and official products (without a separate agreement from AIBF)
- Ø Any product not specifically listed and approved in your Balloon Fiesta Agreement Exhibit A

**The Following Practices are Prohibited**

- Ø Use of generators
- Ø Booth sharing
- Ø Sub-leasing
- Ø Use of privately owned propane tanks
- Ø Parking vehicles, trailers, or golf carts in the gravel utility corridor
- Ø Blocking fire lanes
- Ø Vehicles or golf carts on Main Street or in Park & Ride area when crowds are present

**Other Exclusions**

**Official Soft Drink Sponsor**

This year's official soft drink sponsor will be announced at a later date. The official soft drink sponsor will include exclusive rights on packaged non-alcoholic drinks at Balloon Fiesta Park. No packaged or fountain carbonated soft drinks, bottled or canned tea, fruit juices, energy drinks, water, or isotonic sports drinks may be sold at Balloon Fiesta Park unless they are purchased from the official sponsor.

The sponsor will have a commissary at Balloon Fiesta Park at which you can purchase product.



### **Official Coffee Sponsor**

New Mexico Pinon Coffee Company is the exclusive coffee sponsor. Other coffee brands may be sold but not promoted (e.g. signage or banners). No branded or logoed hot beverage cups or iced coffee cups may be served to your customers. If you have any questions about the type of beverage cups you plan to use, please contact Spectra Food Services or AIBF.

### **Official Imaging Company**

Canon is the Presenting Sponsors as well as the exclusive imaging company, which includes but is not limited to cameras and printers.

### **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 and the appropriate fees are 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 Albuquerque International Balloon Fiesta® trademarks:

**Balloon Fiesta®**  
**The Big One®**  
**Special Shape Rodeo™**  
**Special Shape Glowdeo™**  
**America’s Challenge™**  
**New Mexico Challenge™**  
**Night Magic™**  
**AfterGlow™**  
**Artisans at Balloon Fiesta™**  
**Twilight Twinkle Glow™**

## **TENT REQUIREMENTS**

For those concessions using tents, only white “Legends” or “Pagoda” style tents with conical peaks will be permitted to be erected on Balloon Fiesta Park for the 2017 Albuquerque International Balloon Fiesta. 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.



This year's preferred Tent Company will be announced at a later date. Any tent company wishing to rent tents or equipment at Balloon Fiesta must apply with AIBF and agree to certain provisions. Concessionaires and exhibitors who use tents must notify their tent rental companies of this requirement.

The pictures below are examples of the style.



### **Tent Set Up and Removal**

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. All damage to the millings (asphalt) must be repaired before your administrative deposit will be refunded. If damage is not repaired, additional charges may apply.

## **CONCESSION INFORMATION AND GUIDELINES**

### **Concession Headquarters**

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 from Monday, September 25<sup>th</sup>, 2017 through Wednesday, October 4<sup>th</sup>, 2017 during the hours of 9:30AM to 12:00PM and 1:00PM to 4:00PM. Concession set up hours will be from 7:00AM to 6:00PM daily.

Due to last minute preparations at Balloon Fiesta Park, concessionaire set up must be completed no later than Thursday, October 5<sup>th</sup>, 2017. At 5:00PM on Thursday, October 5<sup>th</sup>, Main Street, the west side of your space, will close to vehicles. No vehicles will be permitted on Main Street after this time.

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



You may begin cleaning up and tearing down your booth space at 11:00AM on Sunday, October 15th, 2017. All concessionaire owned structures must be completely removed no

later than Tuesday, October 17<sup>th</sup>, 2017. Any structures remaining beyond that date will result in forfeiture of your administrative deposit and may be removed and scrapped by Balloon Fiesta personnel. Failure to leave your booth space as clean as you found it may jeopardize the return of your administrative deposit.

If stakes are 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.

### **Admission and Parking**

For each 10' of frontage, concessionaires will be provided:

- (1) Concession Parking Pass
- (4) General Parking Passes (or a combination of daily passes)
- (4) All Session Admission Passes (or a combination of daily passes)

No extra passes will be issued, and none will be replaced if lost or stolen. Additional Concession Parking Passes may be purchased at a cost of \$200.00 each while supplies last. Additional All Session General Parking Passes and All Session Admission Passes may be purchased for \$100.00 each while supplies last.

Concessionaire parking is available by permit only and is located east of Main Street and north of the stage. All persons within a vehicle parking in the Concession Parking area will gain admission with no additional pass required.

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.

Parking in the fire lane is prohibited.

Driving on Main Street and through the Park & Ride staging area during peak times is prohibited for all vehicles, including golf carts.

Parking in improper sites will result in your vehicle being towed at your own expense.

### **Deliveries**

In order to deliver goods to Balloon Fiesta Park, all concessionaires or service supply companies must submit a request to AIBF for a Service Vehicle/Delivery Pass no later than September 15<sup>th</sup>, 2017. 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 corresponding 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. Please 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.

Contact the Concessions Manager at AIBF for a delivery/service vehicle pass request form.

### **Storage Units or Trailers**

A storage unit or trailer may be placed within the confines of your concession space; overnight parking within the Concession Parking Lot is prohibited.

In order to park a storage unit or trailer overnight at Balloon Fiesta Park, a request form must be submitted to ABIF no later than August 31<sup>st</sup>, 2017. Each request will be reviewed on an individual basis. Overnight parking will be located in the East Parking Lot and spaces are limited. If an overnight storage permit is granted, fees are as follows:

Vehicles 1' to 20' will carry a permitting fee of \$100.00

Vehicles 20' to 40' will carry a permitting fee of \$200.00

Vehicles 40' to 60' will carry a permitting fee of \$300.00

Vehicles over 60' will be prohibited

A valid overnight permit must be displayed and vehicles must be parked in accordance with AIBF guidelines. Once the overnight parking area is sold out, you must find parking for trucks and/or trailers off site.

Trailers or storage units must park parallel to the berm. Vehicles parked without a valid permit, incorrectly, or elsewhere at Balloon Fiesta Park without permission will be removed at the owner's expense.

If granted an overnight storage parking permit, you must check in with Concession Headquarters prior to parking your storage unit or trailer.

Contact the Concession Manager at AIBF for an overnight storage request form.

### **First Aid Station**

Located mid-field, in the Public Safety Building behind Concession Space #85.

### **Security**

Police and Security Officers are on the field for your protection. In the event you cannot locate a security officer when needed, please go to the Public Safety Building located behind



booth space #85 or call 505-821-7300. The Public Safety Building is manned 24 hours a day. 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 the Park. Be sure to have sufficient change on hand.

### **Golf Carts**

In order to utilize a golf cart at Balloon Fiesta Park, a request form must be submitted to AIBF no later than August 31<sup>st</sup>, 2017. Each request will be reviewed on an individual basis. If golf cart approval is granted, the vehicle must be registered with AIBF. Each registration carries a fee of \$50.00, which includes a current AIBF registration sticker. All operators must be at least 16 years of age, possess a valid driver's license, provide proof of insurance, and have an AIBF issued permit.

Operators are expected to operate golf carts in a responsible manner at all times or golf cart privileges will be revoked. Scooters and three/four wheel all-terrain vehicles are not permitted on Balloon Fiesta Park. The golf cart rules apply to all rented and/or owned vehicles. Any vehicle without the current AIBF registration sticker will be towed at your own expense.

Contact the Concession Manager at AIBF for a golf cart request form.

### **Ice**

AIBF will provide contact information to concessionaires for the ice supplier that is selected to support Balloon Fiesta. Plan your ice purchases from the ice supplier carefully so you don't run out during a session.

### **Portable Toilets**

Concessionaires may rent chemical toilets for placement behind their spaces in the utility corridor from AIBF's chemical toilet supplier at the same price charged to AIBF. Contact the AIBF portable toilet concessionaire directly to place your order; AAA Pumping Service 505-345-3965.

### **Pets**

Pets are not permitted at Balloon Fiesta Parks, although service animals will be allowed.

### **Smoking**

Smoking is prohibited within Balloon Fiesta Park by city ordinance.

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



Sleeping and/or staying overnight in any parking lot or concession area is strictly prohibited; however, RV sites are available in designated RV areas. Concessionaires' RVs may be parked in Balloon Fiesta RV facilities for the following rates, subject to availability:

**Standard:** \$17.50 per night (this is 50% off the normal price). Located in Balloon Fiesta South RV Park, standard spaces are dry camping with no electrical hook ups. 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.

**Premium:** \$75.00 per night. Located in Balloon Fiesta South RV Park, premium spaces provide water and electricity hook ups.

**VIP:** \$90.00 per night. Located just south or east of the launch field, VIP spaces are dry camping with no electrical hook ups, but are within walking distance. Water delivery and pump-out service for black and grey water tanks is available for a fee.

## UTILITY REGULATIONS

### Electricity

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.

Under no circumstances may you "borrow" power from your neighbor without a specific agreement with the neighbor affected. You will be required to work with the power available within the confines of the space awarded in your Concessions Agreement.

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

- < 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 extension/power cords must be a minimum of 14 gauge SOW type, 12 gauge is preferred
- < 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 cords must be molded
- < All wiring must meet the appropriate 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
- ◁ No direct wiring to Balloon Fiesta boxes is permitted
- ◁ Spliced cords will not be permitted

AIBF will have a staff electrician on site to answer any questions that you might have regarding electrical loading. The staff electrician may be contacted through Concession Headquarters. Any additional electrical work that you order will be at your expense and will be billed by AIBF's staff or contracted electrician service.

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

Hose bibs for water are available near the rear of your concession space. Concessionaires are responsible for furnishing hoses as well as anti-siphon devices to connect to the water source. All hoses should be no less than 5/8", and per the City of Albuquerque, must be "food grade". AIBF reserves the right to disconnect and remove leaky hoses.

Gray water must be disposed of in designated receptacles only. Gray water receptacles are shared and are located behind the concession spaces in the utility corridors. Only gray water may be disposed of in gray water receptacles.

### **Propane**

If propane is to be used, propane tanks will be provided by the AIBF selected propane supplier(s). The propane supplier will charge the Concessionaire directly for propane usage, set-up fees, or other materials needed.

Due to City and /or State regulations, no privately owned tanks may be used. Please review the requirements located in the City of Albuquerque Fire Marshal Tent Permit Application.

### **Grease**

Grease must be disposed of in designated receptacles only. Grease receptacles are shared and are located behind the concession spaces in the utility corridors. Only grease may be disposed of in grease receptacles.

### **Refuse**

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.

## **INSURANCE REQUIREMENTS**

### **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. Please have your insurer provide these certificates to AIBF at the earliest opportunity. Until AIBF receives the certificate, you will not be permitted to check in. Liability Insurance Certificates are due to AIBF by August 15<sup>th</sup>, 2017.

### **Liability Insurance for Food Concessionaires**

Each commercial food concessionaire must provide Spectra Food Service 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 Service, Albuquerque International Balloon Fiesta, Inc., its directors, agents and employees and the City of Albuquerque* as additional insured. Please have your insurer provide these certificates to Spectra Food Service at the earliest opportunity. Until Spectra receives the certificate, you will not be permitted to check in. Liability Insurance Certificates are due to Spectra by August 15<sup>th</sup>, 2017.

### **Automobile Insurance**

Each concessionaire must provide a certificate of automobile liability 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. The certificate must show the insured amounts. We cannot use “proof of insurance”; it must be an original certificate of insurance showing the amounts of your coverage. You do not need to name AIBF, Spectra Food Service, or the City of Albuquerque as additional insured on this certificate. Automobile Insurance certificates are due to ABIF or Spectra by August 15<sup>th</sup>, 2017.

## **GROSS RECEIPTS/CASH REGISTERS REQUIREMENTS**

### **Gross Receipts Forms**

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. Administrative Deposits will be forfeited if gross receipts forms are not received by close of business each day. 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 Food Service’s collection guidelines.

### **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 Food Service’s guidelines.

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# 2017 CONCESSIONAIRE HANDBOOK ACKNOWLEDGEMENT FORM

This form acknowledges that I have read and understand the Concessionaire Handbook issued by Albuquerque International Balloon Fiesta. I understand that if I violate any of the rules, regulations, requirements, or guidelines, my contract may be terminated.

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NAME OF CONCESSION

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PRINTED NAME

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SIGNATURE

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DATE