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2019 ARTISANS AT BALLOON FIESTA HANDBOOK

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®
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The Artisans at Balloon Fiesta 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 artisan 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. The Artisans at Balloon Fiesta tent is located at the north end of Main Street, next to the 7-Eleven Balloon Discovery Center.



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DEADLINES AND IMPORTANT DATES

Application Deadlines

Jury Entry and Application Available at BalloonFiesta.com:	January 31, 2019
Jury Entry and Application Due to AIBF office:	March 15, 2019
Jury Decision Notification Sent by Balloon Fiesta:	April 15, 2019
Acceptance Packet and Payment Due to AIBF:	June 1, 2019
Overnight Storage Request Due to AIBF:	August 15, 2019
RV Space Reservation Request Due to AIBF:	August 15, 2019
Insurance Certificates Due to AIBF:	August 15, 2019
Cancellation Deadlines for Refunds:	August 1, 2019

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

Artisan Check In: <i>9:30AM – 12:00PM & 1:00PM – 4:00PM</i>	October 2 – October 3, 2019
Internal Electrical Inspections:	October 3 – October 4, 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
Artisan Clean Up and Check Out: <i>Begin at 11:00AM and complete by 4:00PM</i>	October 13, 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.*

JURY ENTRY AND APPLICATION GUIDELINES

Jury Entry and Application Process

If you wish to be considered for Artisans at Balloon Fiesta, your completed jury entry and application packet must be received in the AIBF office no later than March 15, 2019. Applications are available on our website at www.balloonfiesta.com.

Jury Entry and Application Packets Must Include

- Jury Entry and Application
- Exhibit A
- One Photo of Artisan Booth
- One Photo Each of Five Different Pieces
- Booth Layout Form
- Current City of Albuquerque Business Registration Permit (if applicable)
- Handbook Acknowledgement Form
- \$35.00 Jury Fee
- 2019 Artisan Jury Entry and Application Checklist & Agreement

Consideration for Acceptance

In order to be considered for artisan acceptance, your jury entry and 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 jury entry and applications received generally exceeds the number of spaces available, thus the awarding of artisan agreements will be based on product mix and the perceived ability of an artisan 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 artisans to do well, however, there are no exclusive rights granted to artisans 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 artisan 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 Artisan Agreement are nontransferable.



PAYMENT AND CANCELLATION GUIDELINES

Payment Deadline

If selected by the jury committee to participate in Artisans at Balloon Fiesta and awarded an agreement, payment in full is due in the AIBF office by June 1, 2019. Payment plans may be discussed upon acceptance, but include a processing fee of up to 5%.

In the event payment is not received on or before agreed upon payment plan due dates, AIBF shall have the right to declare the agreement terminated and retain any monies.

Cancellations/Refunds

An artisan 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.

Refunds minus a 50% cancellation fee will be issued to artisans who are selected to participate but cancel prior to August 1, 2019. No fees will be returned after August 1. Artisans who cancel by way of nonpayment by payment plan deadlines will not receive any refund.

Returned Payments

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

GENERAL ARTISAN 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 Artisan 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 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/Artisan Manager at the AIBF office. Be sure to include your name, artisan booth name, and personal signature with your request.

Space Size and Boundaries

Due to the nature of the facilities available, all booths are precisely measured. No awnings, displays, decorations, lighting, signs, shelving, racks, countertops, tables, other appendages, 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 utility service areas and walkways. Only items that are required by AIBF to operate and maintain the artisan tent are allowed in the utility service area behind the tent.



Depending on the location of your booth, you may not be able to use extensions to raise the height. If you have an extension that is higher than 8', please make a note on your application.

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

Booth Planning

An attractive, neat, clean, professional booth is expected of all artisans.

Artisans must furnish/rent their own display equipment, tables, chairs, etc.

Tables must be covered to the floor on all sides. All coverings must be NFPA 701. Commercially produced table skirts and coverings should have a safety code standard on packaging.

Plan your space so that guests can step in to your booth space and out of traffic flow, as the walkways and aisles can get extremely crowded.

Artisans are responsible for keeping their booth space and the area immediately surrounding their space in a neat and clean condition.

All work must be visibly marked with a retail price on all items for sale.

Due to the nature of the venue, weather can be a factor. Wind may cause tent walls to flap against booths, 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.

Please be aware that because this is a shared tent space, Volunteers or Public Safety Officials may find it necessary to enter your space.

Storage containers, boxes, back up product, etc. must be concealed.

Weather can be chilly in the early morning but can warm up quickly in the afternoons. Some type of heat is planned for the tent, but because this is a shared tent with a limited amount of heaters, your booth space may be located very near or far from a heat source. Doors in the tent will also remain open for traffic flow and air circulation. Please plan accordingly and dress in layers.

Artisans are responsible to furnish their own food and beverages. If you chose to bring food items, please plan accordingly and have a plastic bin or other protection for your food. Due to the nature of the venue, open food items may attract critters. Concessions will be available on Main Street (outside of the tent) for purchase.

Artisans are responsible for keeping their booth space and the area immediately surrounding their space in a neat and clean condition. AIBF staff will not enter booths to clean the floor. There will be a broom available for use if needed. If you have boxes and packing material to throw away, please break down boxes and place them in a dumpster and not in a trashcan.



Check In and Set Up

Artisans must check in at the Artisans at Balloon Fiesta tent from Wednesday, October 2, through Thursday, October 3, 2019 during the hours of 9:30AM to 12:00PM and 1:00PM to 4:00PM; the tent will close at 5:00PM each day. Any artisan who has not checked in by 3:00PM on Thursday, October 3, 2019 will be considered a no show and will forfeit their booth and all payments unless prior arrangements have been made.

Due to last minute preparations at Balloon Fiesta Park, all artisans must be in place no later than Thursday, October 3, 2019. At 5:00PM on Thursday, October 3, Main Street, the street in front of the artisan tent, will close to vehicles. No vehicles will be permitted on Main Street after this time.

Though there will be no vehicle access to the tent, you may continue putting finishing touches on your booth on Friday, October 4, 2019. You are welcome to “open” for those people on the field for pilot registration, concessionaires setting up other tents, etc.

Check Out and Clean Up

You may begin cleaning up and tearing down your booth space at 11:00AM on Sunday, October 13, 2019. All artisan owned structures must be completely removed no later than 4:00PM on Sunday, October 13, 2019. Any structures remaining beyond that time may be removed and scrapped by Balloon Fiesta personnel. Failure to complete the check-out process and leave your booth space as clean as you found it may jeopardize any future Balloon Fiesta participation.

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 artisans, please plan your arrival to the park accordingly.

The artisan tent will be open for business from 5:30AM through 11:00AM for morning sessions and from 4:00PM through 8:30PM for evening sessions. The artisan tent will remain open from 5:30AM through 8:30PM on Saturday, October 12, 2019 for Music Fiesta. Your booth must be open when the artisan tent is open. Booth hours are subject to change based on the business needs of the artisans as a whole.

It is mandatory that all artisans 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.

Concession Headquarters

Located mid-field, behind concession space #85.

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 also be reached by calling 505-821-7300. AIBF assumes no liability for damages caused by theft, vandalism, weather conditions, etc.

Overnight security in the artisan tent will be provided, however each artist exhibits at his or her own risk. Please staff your booth until the last customer leaves and the tent doors close. We recommend covering the front of your booth when you leave at night. AIBF is not responsible for damage, theft, or loss.



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 booth, artisans will be provided:

- (1) Concession Parking “C” Pass
- (2) 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 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 only and is located in various areas. Refer to the 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 “F” Parking Lots without the proper Overnight Storage Parking Permit.

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 parking rules outlined above will result in vehicles being towed at your own expense and may jeopardize future Balloon Fiesta participation.

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



Storage Units or Trailers

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

Approved Product Regulations

Types of products artisans 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.

AIBF reserves the right to ask artisans to remove exhibits that have been misrepresented, not selected by the jury committee, or are found to be manufactured or imported goods. In the event an artisan is asked to leave, refunds will not be given.

Prohibited Products

Sale, distribution, or display of the following is strictly prohibited:

- Alcoholic beverages



- Carbonated soft drinks, bottled or canned tea, fruit juices, energy/protein/recovery drinks, water, and/or isotonic sports drinks other than those obtained from Coca-Cola's onsite commissary
- Sportswear that is Hot Air Balloon, Gas Balloon, and/or New Mexico themed or related (e.g. 1972, Balloon Festival, ABQ, Albuquerque, or Balloon Fiesta themes)
- Baseball style caps that 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.

Due to safety and liability issues, we ask that you not bring children under the age of ten with you to the show, set up, or tear down. If you have older children with you, do not allow them to wander the tent or the grounds unsupervised.

Sound and Scents

Operation of sound equipment, sound movies, bullhorns, televisions, radios, music, or any scents, etc. will not be permitted.

Signage

Each artisan booth will receive a sign for their space. If you chose to supply your own sign instead, all signs must be professionally produced; handwritten or hand painted signs are not acceptable. Signs must be professional in appearance, be proportionate to booth size, be located within the confines of your booth space, and may not block the view of neighboring artisans. This includes all sign lighting as well. AIBF reserves the right to determine the appropriateness of all signage.

Signage referencing “sale” or “reduced prices” will be not permitted.

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.

Artisans 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 any goods or items to Albuquerque International Balloon Fiesta for your use during the event, you MUST contact the Concessions/Artisans Manager prior to arranging any shipments. Shipments that have not been prearranged will be refused. AIBF is not responsible for lost 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, Artisans may make discounted Standard RV reservations in Balloon Fiesta's South RV Lot at a savings of 50% off of 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 artisan space 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

An Artisan Navigator will conduct an internal inspection for each booth space. Be sure the Navigator can easily view the configuration of your extension cords, power strips, lights, etc. Please review and complete the checklist below, and leave the completed form in your booth for the Navigator. If you have questions regarding electricity, please ask before you set it up. Please be patient and understanding, as this is necessary to comply with city requirements as well as for the safety of all Artisans, AIBF staff, and Guests.

No artisan may open for business until all necessary inspections have been completed and passed. Any artisan 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

Artisans selling food/consumable items must refer to the City of Albuquerque Environmental Health Department Add On and the Application for Temporary Food Permit.

Mandatory Fire Codes

Candles, oil lamps, open flames, etc. will not be permitted.

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.

Decorative material shall be of non-combustible type or shall be made "Flame Retardant" in accordance with the fire code.

All table coverings must be NFPA 701 or 702. Commercially produced table skirts and coverings should have a safety code standard on packaging.



Electricity

Each 10'x10' and 10'x15' booth will have one electrical outlet with a 400 watt limit. A 10'x20' booth will have two electrical outlets. If extra electricity is needed, it can be purchased at an additional charge, but must be pre-paid.

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 Artisan Agreement. Be sure that the total amperage and wattage of all electrical appliances to be used in your booth does not exceed the supplied electricity.

The following will be strictly enforced:

- Each artisan is responsible to provide all materials necessary to connect to the utility source
- 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 laid on the ground that are accessible to the public, 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 3 feet in front and 30 inches around
- Altering, direct wiring, stacking multiple plugs, or writing on any Balloon Fiesta electrical boxes is prohibited
- 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

Due to safety hazards, we strongly encourage you not to use halogen lights. If you do plan to use halogen lights, please follow these guidelines:

- Exhibits using stem or track mounted halogen lighting must use self-shielded halogen bulbs. If the light bulb breaks, its outer shield will provide an additional layer of protection
- Bulb wattage cannot exceed 75 watts

AIBF will have a staff electrician on site to answer any questions you might have regarding electrical loading. Any additional electrical work that you order will be at your expense and will be billed by AIBF's staff or contracted electrician service. For electrical issues or to schedule an electrician, contact an artisan Navigator.



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.

Portable Toilets

AIBF will supply chemical toilets in the utility area behind the artisan tent for artisans' use. These toilets will be locked and you will need to acquire the combination code or key from an artisan Navigator.

Internet Service

The artisan tent will have Wi-Fi access. If you wish to secure your own dedicated Internet access, please contact the Concession/Artisan Manager.

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

Each artisan 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 an Artisan 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.

Automobile Insurance

Each artisan 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. The certificate must show the insured amounts. We cannot use proof of insurance or an insurance card; it must be a certificate of insurance showing the amounts of your coverage. You do not need to name AIBF or the City of Albuquerque as additional insured.

Automobile 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 Auto Insurance info.

GROSS RECEIPTS AND CASH REGISTER REQUIREMENTS

Gross Receipts Forms

Gross receipt data is a mandatory requirement for all artisans at Balloon Fiesta. Forms are provided to each artisan 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. Artisans are required to report their gross sales to the Artisans at Balloon Fiesta Navigators.



Gross Receipts Taxes

NM Taxation Representatives will provide documentation and forms for artisans 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

All artisans 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.



2019 ARTISAN HANDBOOK ACKNOWLEDGEMENT FORM

By completing this acknowledgement form and signing below, I certify that I have received, read, and understand the Artisans at Balloon Fiesta 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.

ARTISAN BOOTH NAME

ARTISAN PRINTED NAME

ARTISAN SIGNATURE

DATE