2019 COMMERCIAL FOOD CONCESSION APPLICATION PACKET

SPECTRA
C/O ISOTOPES PARK
1601 AVENIDA CESAR CHAVEZ SE
ALBUQUERQUE, NM 87106
PHONE: 505.222.4032
Thank you for your interest in being a concessionaire at the 48th Albuquerque International Balloon Fiesta, October 5 – 13, 2019.

Please read all instructions, the entire application, and the Concessionaire Handbook carefully. There are changes from previous years.

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

Your application packet must include all required information. If all required information is not included, your application will be considered incomplete and will not be accepted.

Each application is evaluated individually and not on a first come, first served basis.

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

All fields must be complete. 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 Permit, you must submit a copy with your application (unless noted that AIBF will obtain for you).

If an agreement is issued, space locations and sizes will be at the discretion of AIBF. Requests will be considered, but are not guaranteed.

Your completed application must be received in the Spectra office by May 1, 2019.

Concession selection process begins after applications are due. You will be notified by the end of May as to the status of your application. If accepted, final balances and paperwork are due to Spectra by July 1, 2019.

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

Return completed application packets via:

Mail: Spectra
      c/o Isotopes Park
      Attn: Nick Korth
      1601 Avenida Cesar Chavez SE
      Albuquerque, NM 87106

Email: nick_korth@comcastspectacor.com
APPLICATION PACKETS 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 of booth (including no smoking signs, fire extinguishers, exits, cooking devices, and type “X” sheetrock where applicable)
- Temporary Food Permit Application
- Current Food Handlers/ServSafe Certificate for Owner/Supervisor
- Current City of Albuquerque Business Registration Permit (unless noted that AIBF will obtain for you)
- Handbook Acknowledgement Form – Must complete all fields
- Booth Reservation Fee – Payable in certified funds only
- 2019 Commercial Food Concession Application Checklist & Agreement – Must complete all fields

SPACES ARE 10’ MAIN STREET FRONTAGE INCREMENTS AND ARE A MINIMUM OF 40’ DEEP

<table>
<thead>
<tr>
<th>SPACE/SIZE</th>
<th>FOOD SPACE FEE</th>
<th>CABQ FIRE INSPECTION FEE</th>
<th>CABQ BUSINESS REGISTRATION PERMIT FEE</th>
<th>TEMPORARY FOOD PERMIT FEE</th>
<th>MINIMUM DEPOSIT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ FRONTAGE</td>
<td>$4,100.00</td>
<td>$60.00</td>
<td>$35.00</td>
<td>$25.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>20’ FRONTAGE</td>
<td>$8,200.00</td>
<td>$60.00</td>
<td>$35.00</td>
<td>$25.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>30’ FRONTAGE</td>
<td>$12,300.00</td>
<td>$60.00</td>
<td>$35.00</td>
<td>$25.00</td>
<td>$1,150.00</td>
</tr>
<tr>
<td>20’ CORNER</td>
<td>$12,300.00</td>
<td>$60.00</td>
<td>$35.00</td>
<td>$25.00</td>
<td>$1,150.00</td>
</tr>
<tr>
<td>20’ STAGE OR BRICK WALKWAY CORNER</td>
<td>$13,300.00</td>
<td>$60.00</td>
<td>$35.00</td>
<td>$25.00</td>
<td>$1,650.00</td>
</tr>
</tbody>
</table>

Additional fees for premium locations may apply. All fees are subject to change.
# 2019 COMMERCIAL FOOD CONCESSION APPLICATION

**I AM A:**
- ☐ NEW APPLICANT
- ☐ RETURNING APPLICANT  (# OF YEARS PARTICIPATED ______)  

**CONCESSION BOOTH NAME (TO APPEAR ON ELECTRONIC AND PRINTED MATERIAL):**

**CONTACT PERSON:**

**MAILING ADDRESS:**

<table>
<thead>
<tr>
<th>CITY:</th>
<th>STATE:</th>
<th>ZIP CODE:</th>
</tr>
</thead>
</table>

**PHONE:**  

<table>
<thead>
<tr>
<th>PHONE:</th>
<th>CELL:</th>
<th>EMAIL:</th>
</tr>
</thead>
</table>

**BUSINESS TYPE:**
- ☐ SOLE PROPRIETORSHIP
- ☐ CORPORATION
- ☐ PARTNERSHIP
- ☐ LLC
- ☐ OTHER________

**FRONTAGE SPACE (IN 10' INCREMENTS):**

**SPACE REQUEST/PLACEMENT (WILL BE CONSIDERED BUT NOT GUARANTEED):**

**I WILL NEED THE FOLLOWING:**
- ☐ GRAY WATER TANK  (HOW MANY ______)  
- ☐ GREASE RECEPTICLE
- ☐ PROPANE TANK  (HOW MANY ______)  

**I PREFER TO RECEIVE PARKING AND ADMISSION PASSES:**
- ☐ DAILY/VALID FOR INDIVIDUAL SESSIONS
- ☐ WEEKLY/VALID FOR ALL SESSIONS
- ☐ A COMBINATION OF DAILY AND WEEKLY

**IN ORDER TO CATEGORIZE YOUR BOOTH PLEASE SELECT UP TO TWO HEADINGS:**
- ☐ BREAKFAST ITEMS/BREAKFAST BURRITOS
- ☐ MEXICAN/ETHNIC FOODS
- ☐ HAMBURGERS/HOTDOGS/CHICKEN/BBQ/PIZZA
- ☐ VEGETARIAN/GLUTEN FREE
- ☐ SWEETS/DESSERTS
- ☐ OTHER

**DESCRIPTION OF BOOTH (LIMITED TO 160 CHARACTERS. USE AS A COMMERCIAL/SALES PITCH):**

**KEY WORD DESCRIPTIONS (EX. LOCAL, COFFEE, GLUTEN FREE, BREAKFAST BURRITOS, CHILE):**

**THE CITY OF ALBUQUERQUE REQUIRES ALL BUSINESSES TO HOLD A VALID BUSINESS REGISTRATION PERMIT:**
- ☐ I HAVE INCLUDED A COPY OF MY CURRENT BUSINESS REGISTRATION PERMIT FROM THE CITY OF ALBUQUERQUE
- ☐ I WILL NEED AIBF TO WORK WITH THE CITY OF ALBUQUERQUE TO OBTAIN A TEMPORARY BUSINESS REGISTRATION PERMIT ON MY BEHALF

**IF ACCEPTED, MY PROJECTED MOVE IN DATE IS (BETWEEN 9/23 AND 10/3):**

**IF ACCEPTED:**
- ☐ I PLAN TO HAVE A MOBILE OR STORAGE UNIT TO MOVE IN PRIOR TO TENT PLACEMENT
- ☐ I DO NOT PLAN TO HAVE A MOBILE OR STORAGE UNIT TO PLACE PRIOR TO TENT SET UP

**IF ACCEPTED, I AM POSSIBLY INTERESTED IN (ADDITIONAL FEES APPLY):**
- ☐ DEDICATED WI-FI INTERNET SERVICE
- ☐ DEDICATED PHONE LINE SERVICE
EXHIBIT A

2019 COMMERCIAL FOOD CONCESSION MENU PRICE LIST

INCLUDE DESCRIPTIONS & RETAIL PRICES FOR THE ITEMS YOU PLAN TO SELL AT BALLOON FIESTA.

CONCESSION BOOTH NAME: ________________________________

<table>
<thead>
<tr>
<th>ITEM/DESCRIPTION OF PRODUCT</th>
<th>RETAIL PRICE OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IF NECESSARY, YOU MAY USE MORE THAN ONE SHEET FOR YOUR PRICE LIST.

ITEMS AND PRODUCTS SPECIFICALLY PROHIBITED IN THE ALBUQUERQUE INTERNATIONAL BALLOON FIESTA CONCESSIONAIRE HANDBOOK OR WHICH ARE NOT INCLUDED HEREIN MAY NOT BE SOLD. A PARTIAL LISTING OF PROHIBITED ITEMS MAY BE FOUND IN EXHIBIT B.
EXHIBIT B

ARTISAN / CONCESSIONAIRE
GUIDELINES REGARDING PRODUCT DISTRIBUTION

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 is 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”
- Calendars
- Posters
- Balloon rides
- Imaging products or anything with a lens, including cameras and binoculars, other than Canon products
- AIBF programs and official products (without a separate agreement from AIBF)
- Any products not specifically approved in your 2019 AIBF Agreement and/or Merchandise Concession 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
APPLICATION PACKETS MUST INCLUDE THE FOLLOWING:

- Commercial Food Concession Application – Must complete all fields
- Exhibit A – Must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta
- City of Albuquerque Fire Marshal Paperwork – Page one completed, page two signed, page three diagram booth layout (including no smoking signs, fire extinguishers, exits, cooking devices, and type “X” sheetrock where applicable)
- Temporary Food Permit Application
- Current Food Handlers/ServSafe Certificate for Owner/Supervisor
- Current City of ABQ Business Registration Permit (unless noted that AIBF will obtain for you)
- Handbook Acknowledgement Form – Must complete all fields
- Booth Reservation Fee – Payable in certified funds only
- 2019 Commercial Food Concession Application Checklist & Agreement – Must complete all fields

I acknowledge that I am submitting my application packet with all of the required items. I understand that if all required items are not included with the application packet, my application is considered incomplete and will not be accepted.

I understand that if awarded an agreement, my entire acceptance paperwork packet and remaining balance including any applicable fees must be paid in full no later than July 1, 2019. In the event payment and/or paperwork is not received by July 1, a late fee of 10% of my total booth cost will be added to my outstanding balance and 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 Booth Reservation Fee will be held until it is determined if a space will become available. If a space does not become available, my Booth Reservation Fee will be refunded and mailed in November.

CONCESSION BOOTH NAME

CONCESSIONAIRE PRINTED NAME

DATE

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

<table>
<thead>
<tr>
<th>Event Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name</td>
</tr>
<tr>
<td>Business Name</td>
</tr>
<tr>
<td>Street Number</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Contact Name</td>
</tr>
<tr>
<td>Contact Phone</td>
</tr>
<tr>
<td>Emergency Phone</td>
</tr>
<tr>
<td>Contact Email</td>
</tr>
<tr>
<td>Event Start Date</td>
</tr>
<tr>
<td>Event Start Time</td>
</tr>
<tr>
<td>Event End Date</td>
</tr>
<tr>
<td>Event End Time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tent Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tent Company</td>
</tr>
<tr>
<td>Street Number</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Contact Name</td>
</tr>
<tr>
<td>Contact Phone</td>
</tr>
<tr>
<td>Emergency Phone</td>
</tr>
<tr>
<td>Contact Email</td>
</tr>
<tr>
<td>Inspection Date</td>
</tr>
<tr>
<td>Inspection Time</td>
</tr>
<tr>
<td>Total Square Footage</td>
</tr>
</tbody>
</table>
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 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 top 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: ___________________________

TENT CONTACT NAME: ___________________________ PHONE NUMBER: ___________________________

DATE: ________________________________________

DATE: ________________________________________

(PLEASE PRINT)
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.
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

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Date From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Name:</td>
<td>Event Location:</td>
<td></td>
</tr>
<tr>
<td>Event Hours: Start:</td>
<td>End:</td>
<td>Set Up Time:</td>
</tr>
</tbody>
</table>

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: Other
Gravity Handwash Station: Other
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:
CITY OF ALBUQUERQUE
ENVIRONMENTAL HEALTH DEPARTMENT
ADD ON
ALBUQUERQUE INTERNATIONAL
BALLOON FIESTA
OCTOBER 5 – 13, 2019

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
# Table of Contents

Temporary Food Permits and Inspection Reports .......................................................... 3
  Temporary Food Permits ............................................................................................... 3
  Inspections .................................................................................................................. 3
  Materials .................................................................................................................... 3
  Electrical Connections ............................................................................................... 3
  Floors .......................................................................................................................... 3
  Walls and Ceilings ..................................................................................................... 3
  Food Guards ................................................................................................................ 4
  Hoods ........................................................................................................................... 4
Temporary Food Vendor General Information ............................................................... 4
  Compliance .................................................................................................................. 4
  Prohibited Menu Items ............................................................................................... 4
  Utensils for Customers ............................................................................................... 4
  Food and Beverage Source ......................................................................................... 4
  Food Protection ......................................................................................................... 4
  Prevention of Cross Contamination .......................................................................... 5
  Exotic Meats, Farmed Wild Game Meats, Fish ......................................................... 5
  Chemical Storage ....................................................................................................... 5
  Liquid Wastewater and Grease Disposal .................................................................. 5
  Solid Waste Disposal ................................................................................................. 5
  Water Hoses ............................................................................................................... 5
  Ice and Ice Chest Use ................................................................................................. 6
  Equipment and Operations ......................................................................................... 6
  Sanitizing Equipment ................................................................................................ 6
  Refrigeration Thermostats Setting ........................................................................... 6
  Thermometers ............................................................................................................ 6
  Hand Washing Facilities ............................................................................................ 6
  Personal Hygiene Practices ......................................................................................... 7
  Pest Control ................................................................................................................. 7
Food Vendor Frequently Asked Questions .................................................................. 7
  What is a potentially hazardous food? ....................................................................... 7
  Can I start selling food once I finish setting up the booth? ...................................... 7
  Once I get my Health permit what should I do with it? ............................................ 7
  What should I use to sanitize my equipment and dishes? ........................................ 8
  How should I sanitize equipment surfaces, counter tops, or service areas? .......... 8
  What is an approved facility? .................................................................................... 8
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 during the week prior to Balloon Fiesta. 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 4, 2019, follow up inspections will be conducted Saturday, October 5, 2019 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 of 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 2019. 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/or 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 shared 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, your administrative deposit may be forfeited, and you may be grounds for booth closure.

**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 worn and 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 restraints. No false fingernails, nail polish, or jewelry is permitted. Ill employees are prohibited from working with food.

Eating, drinking, smoking, and sleeping 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 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 checklist 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 2019 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 in either 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 Balloon Fiesta for everyone.

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