



Presented by

Canon

2019 MERCHANDISE CONCESSION APPLICATION PACKET

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®
4401 ALAMEDA BLVD NE
ALBUQUERQUE, NM 87113
PHONE: 505-821-1000
FAX: 505-828-2887



INSTRUCTIONS FOR COMPLETING APPLICATION

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.**

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

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.

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 AIBF 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:

AIBF

Attn: Concessions

4401 Alameda Blvd NE

Albuquerque, NM 87113

Fax:

505.828.2887

Email:

ehahn@balloonfiesta.com



APPLICATION PACKETS MUST INCLUDE THE FOLLOWING:

- Merchandise Concession Application – Must complete all fields
- Exhibit A – Must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta. Be specific! If an agreement is issued, it will be assigned on the basis of this list, so please be thorough
- Photos of Concession Booth and/or Portable Structure – Non-returnable
- Photos or Samples of Proposed Product Line – Non-returnable
- 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)
- 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 – Checks are payable to AIBF
- 2019 Merchandise Concession Application Checklist & Agreement – Must complete all fields

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

SPACE/SIZE	MERCHANDISE SPACE FEE	CABQ FIRE INSPECTION FEE	CABQ BUSINESS REGISTRATION PERMIT FEE	MINIMUM DEPOSIT AMOUNT
10’ FRONTAGE	\$3,600.00	\$60.00	\$35.00	\$400.00
20’ FRONTAGE	\$7,200.00	\$60.00	\$35.00	\$900.00
30’ FRONTAGE	\$10,800.00	\$60.00	\$35.00	\$1,150.00
20’ CORNER	\$10,800.00	\$60.00	\$35.00	\$1,150.00
20’ STAGE OR BRICK WALKWAY CORNER	\$11,800.00	\$60.00	\$35.00	\$1,650.00

**Additional fees for premium locations may apply. All fees are subject to change
 If you wish to sell food/consumable items, additional EHD fees apply. Contact AIBF for details.**

THERE ARE A VERY LIMITED NUMBER OF SPACES AVAILABLE IN THE SOUTH RV LOT FOR CONCESSIONAIRES DESIRING TO SELL RV REPAIR SERVICE AND/OR PARTS. CONTACT THE AIBF CONCESSION MANAGER WITH QUESTIONS.

SPACE/SIZE	MERCHANDISE SPACE FEE	CABQ FIRE INSPECTION FEE	CABQ BUSINESS REGISTRATION PERMIT FEE	MINIMUM DEPOSIT AMOUNT
10’ FRONTAGE	\$1,400.00	\$60.00	\$35.00	\$400.00
10’ CORNER	\$2,800.00	\$60.00	\$35.00	\$900.00
20’ FRONTAGE	\$2,800.00	\$60.00	\$35.00	\$900.00
20’ CORNER	\$5,600.00	\$60.00	\$35.00	\$1,150.00

Additional fees for premium locations may apply. All fees are subject to change



2019 MERCHANDISE CONCESSION APPLICATION

I AM A:		
<input type="checkbox"/> NEW APPLICANT <input type="checkbox"/> RETURNING APPLICANT (# OF YEARS PARTICIPATED _____)		
CONCESSION BOOTH NAME (TO APPEAR ON ELECTRONIC AND PINTED MATERIAL):		
CONTACT PERSON:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE:	CELL:	EMAIL:
BUSINESS TYPE:		
<input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LLC <input type="checkbox"/> OTHER _____		
FRONTAGE SPACE (IN 10' INCREMENTS):		
SPACE REQUEST/PLACEMENT (WILL BE CONSIDERED BUT NOT GUARANTEED):		
I PREFER TO RECEIVE PARKING AND ADMISSION PASSES:		
<input type="checkbox"/> DAILY/VALID FOR INDIVIDUAL SESSIONS <input type="checkbox"/> WEEKLY/VALID FOR ALL SESSIONS <input type="checkbox"/> A COMBINATION OF DAILY AND WEEKLY		
IN ORDER TO CATEGORIZE YOUR BOOTH PLEASE SELECT UP TO TWO HEADINGS:		
<input type="checkbox"/> PINS/PATCHES/BALLOON SOUVENIRS	<input type="checkbox"/> JEWELRY	<input type="checkbox"/> HOUSEWARES
<input type="checkbox"/> NON-BALLOON CLOTHING/ACCESSORIES	<input type="checkbox"/> SOUVENIRS	<input type="checkbox"/> SOUVENIRS
<input type="checkbox"/> RV DISPLAY	<input type="checkbox"/> RV REPAIR	<input type="checkbox"/> RV PRODUCTS
DESCRIPTION OF BOOTH (LIMITED TO 160 CHARACTERS. USE AS A COMMERCIAL/SALES PITCH):		
KEY WORD DESCRIPTIONS (EX. ART, BLANKETS, MAGNETS, LOCAL, NATIVE AMERICAN):		
THE CITY OF ALBUQUERQUE REQUIRES ALL BUSINESSES TO HOLD A VALID BUSINESS REGISTRATION PERMIT:		
<input type="checkbox"/> I HAVE INCLUDED A COPY OF MY CURRENT CITY OF ABQ BUSINESS REGISTRATION PERMIT <input type="checkbox"/> I WILL NEED AIBF TO WORK WITH THE CITY OF ALBUQUERQUE TO OBTAIN A TEMPORARY BUSINESS REGISTRATION PERMIT ON MY BEHALF		
THE CITY OF ALBUQUERQUE REQUIRES ALL BUSINESSES SELLING FOOD/CONSUMABLE ITEMS HOLD A TEMPORARY FOOD PERMIT (ADDITIONAL \$25 PERMITTING FEE):		
<input type="checkbox"/> I DO NOT PLAN TO SELL FOOD/CONSUMABLE ITEMS <input type="checkbox"/> I PLAN TO SELL FOOD/CONSUMABLE ITEMS AND I WILL NEED AIBF TO WORK WITH THE CITY OF ALBUQUERQUE TOO OBTAIN A TEMPORARY FOOD PERMIT ON MY BEHALF		
IF ACCEPTED, MY PROJECTED MOVE IN DATE IS (BETWEEN 9/23 AND 10/3):		
IF ACCEPTED:		
<input type="checkbox"/> I PLAN TO HAVE A MOBILE OR STORAGE UNIT TO MOVE IN PRIOR TO TENT PLACEMENT <input type="checkbox"/> 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):		
<input type="checkbox"/> DEDICATED WI-FI INTERNET SERVICE <input type="checkbox"/> DEDICATED PHONE LINE SERVICE		



EXHIBIT A

2019 MERCHANDISE CONCESSION PRICE LIST

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

CONCESSION BOOTH NAME: _____

ITEM/DESCRIPTION OF PRODUCT	RETAIL PRICE OF ITEM

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



2019 MERCHANDISE CONCESSION APPLICATION CHECKLIST & AGREEMENT

APPLICATION PACKETS MUST INCLUDE THE FOLLOWING:

- Merchandise Concession Application – Must complete all fields
- Exhibit A – Must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta
- Photographs of Your Concession Booth and/or Portable Structure – Non-returnable
- Photographs or Samples of Your Proposed Product Line – Non-returnable
- 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)
- 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 – Checks are payable to AIBF
- 2019 Merchandise 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



Albuquerque Fire Marshal's Office

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

BALLOON FIESTA FIRE PERMIT/TENT APPLICATION

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

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

Event Information

Event Name	Albuquerque International Balloon Fiesta		
Business Name			
Street Number	Street Name	Quad.	
City		State	Zip Code
Contact Name			
Contact Phone			
Emergency Phone			
Contact Email			
Event Start Date			
Event Start Time			
Event End Date			
Event End Time			

Tent Company

Tent Company			
Street Number	Street Name	Quad.	
City		State	Zip Code
Contact Name			
Contact Phone			
Emergency Phone			
Contact Email			
Inspection Date			
Inspection Time			
Total Square Footage			

Balloon Fiesta Tent Requirements

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Disclaimer

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





































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

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

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

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

TENT LAYOUT DESCRIPTIONS

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

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

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