



*Presented by*

**Canon**

**2020 CONCESSION  
APPLICATION PACKET AND FORMS FOR  
COMMERCIAL FOOD CONCESSIONS  
AND  
MERCHANDISE CONCESSIONS**

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

COMMERCIAL FOOD CONCESSION INFORMATION:  
SPECTRA  
C/O ISOTOPES PARK  
1601 AVENIDA CESAR CHAVEZ SE  
ALBUQUERQUE, NM 87106  
PHONE: 505.222.4030



This packet includes several documents that are required to complete either the 2020 Commercial Food Concession or 2020 Merchandise Concession application. Applicable documents will need to be downloaded and completed out prior to filling out your online application.

### **Application Process for Concessions**

If you wish to be considered for a Merchandise Concession space, your completed application packet must be received via online application by May 1, 2020.

### **Merchandise Concession Forms Included in this Packet**

- 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
- Photographs or Samples of Your Proposed Product Line
- 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)
- City of Albuquerque Environmental Health Department Add On Packet with Acknowledgement Form (only required if you plan to sell food or consumable products)
- Temporary Food Permit Application (only required if you plan to sell food or consumable products)

### **Food Concession Forms Included in this Packet**

- 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)
- City of Albuquerque Environmental Health Department Add On Packet with Acknowledgement Form
- Temporary Food Permit Application

### **Additional Forms Included in this Packet**

- Exhibit B –For informational purposes only. All concessions must note any exclusive and/or excluded products
- Schedule of Events

### **Additional Documentation/Information Needed for ALL CONCESSIONAIRES**

- Handbook Acknowledgement Form – You will need to download the 2020 Concessionaire Handbook where you will find additional paperwork. You are required to download, read, and acknowledge that you understand all the rules, regulations, requirements, and or guidelines set in place for the 2020 Albuquerque International Balloon Fiesta. Must complete all fields
- Booth Deposit – Credit card information is required in the application





## **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, Balloon Fiesta, 49<sup>th</sup>, etc. 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, Balloon Fiesta, 49<sup>th</sup>, etc. 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 2020 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



# Albuquerque Fire Marshal's Office

600 2<sup>nd</sup> Street NW  
Albuquerque NM, 87102  
Phone (505) 924-3611  
Fax (505) 924-3619

## Tent Permit Application

**Approved**                       **Disapproved**

Case # \_\_\_\_\_ Date \_\_\_\_\_

Man# \_\_\_\_\_

Officers Signature \_\_\_\_\_

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

Revised: 9/17

### Event Information

<b>Event Name</b>			
<b>Company Name</b>			
<b>City</b>		<b>State</b>	
<b>Street Name</b>		<b>Quadrant</b>	
<b>Street Number</b>		<b>Zip Code</b>	
<b>Contact Name</b>			
<b>Contact Phone</b>			
<b>Emergency Phone</b>			
<b>Contact Email</b>			
<b>Event Start Date</b>			
<b>Event Start Time</b>			
<b>Event End Date</b>			
<b>Event End Time</b>			

### Tent Provider

<b>Company Name</b>			
<b>City</b>		<b>State</b>	
<b>Street Name</b>		<b>Quadrant</b>	
<b>Street Number</b>		<b>Zip code</b>	
<b>Contact Name</b>			
<b>Contact Phone</b>			
<b>Emergency Phone</b>			
<b>Contact Email</b>			
<b>Inspection Date</b>			
<b>Inspection Time</b>			
<b>Total Square Footage</b>			

## Tent Requirements

**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 3103.6)**

**LOCATION** Structures shall not be located within **20 feet** (6096 mm) of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent. Flagging or other approved barriers shall be provided to prevent vehicles from parking within 20 feet of tent and membrane structures. **(IFC 3103.8.2)**

**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 3104.18)**

**PROPANE GAS** Tents or canopies shall not be located within 10 feet of propane tanks less than 500 gallons. **(IFC 3104.16.2.1)**

**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 3103.9)**

**AIR INFLATED FUN JUMPS** Air inflated fun jumps shall be approved on the site plan. **(IFC 3103.4 and IFC 3103.2)**

**OCCUPANT LOAD** The fire code official shall establish an occupant load for the assembly space and access controlled event. **(IFC 3104.14)**

**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 3104.15)**

**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 3104.21)**

**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 3104.5)**

**CLEARANCES** There shall be a minimum clearance of 3 feet between tent walls and tent contents. All dimensions shall be indicated on the floor plan. **(IFC 3104.11)**

**SMOKING** Approved "No Smoking" signs shall be posted and indicated on the floor plan. Smoking shall be prohibited. **(IFC 3104.6)**

**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 3104.19)**

**FIRE EXTINGUISHERS** A Fire Extinguisher shall be provided for every 1500 square feet of tent or canopy space. Travel distance to a Fire Extinguisher shall not exceed 75 feet. **Extinguishers shall be indicated on the floor plan. (IFC 3104.12)**

**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 3103.12)**

**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 3103.12.3)**

**EXIT SIGN ILLUMINATION AND EMERGENCY LIGHTING** Exit sign illumination and emergency lighting are required when the occupant load exceeds \*49\*. **(IFC 3103.12.6)**

**EXTENSION CORDS** Only approved **UL, FM, or NRTL**, three prong, grounded extension cords are permitted. Frayed or taped wire is prohibited. **(IFC 605.5)**

**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 3104.2)**

**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 3103.8.)**

**CHAIRS** Non-fixed chairs exceeding 200 shall be fastened together in groups no less than three or securely fastened to the floor. **(IFC 1029.14)**

**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]**(105.7.15)**

**ADDITIONAL FEES** Additional fees may apply for after hour inspections. **(ORD 8306.1)**

**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. **(ORD 3103.7.1)**

## 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:** \_\_\_\_\_

**OFFICERS COMMENTS:**

## **Tent Permit Application**

**Approved**                       **Disapproved**

Case # \_\_\_\_\_ Date \_\_\_\_\_ Man# \_\_\_\_\_

Officers Signature \_\_\_\_\_



**CITY OF ALBUQUERQUE  
ENVIRONMENTAL HEALTH DEPARTMENT  
ADD ON PACKET**

**ALBUQUERQUE INTERNATIONAL  
BALLOON FIESTA  
OCTOBER 3 – 11, 2020**

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

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. **This Packet and the attached Acknowledgment Form are required information if you are planning to sell any food or consumable items at the Albuquerque International Balloon Fiesta.** For questions or concerns regarding this Environmental Health Add On Packet, please contact the Albuquerque Environmental Health Department.





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## TEMPORARY FOOD PERMITS AND INSPECTION REPORTS

### **Temporary Food Permits**

Applications for Temporary Food Permits are provided in this Concession Application Packet. 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 2, 2020, follow up inspections will be conducted Saturday, October 3, 2020 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 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 15, 2020. 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 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.



**2020 CITY OF ALBUQUERQUE ENVIRONMENTAL HEALTH DEPARTMENT  
ADD ON PACKET ACKNOWLEDGEMENT FORM**

By completing this acknowledgement form and signing below, I certify that I have received, read, and understand the City of Albuquerque Environmental Health Department Add On Packet issued by the City of Albuquerque and Albuquerque International Balloon Fiesta. I understand that if I violate any rules, regulations, requirements, and/or guidelines, AIBF and Spectra reserve 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.

---

CONCESSION BOOTH NAME

---

CONCESSIONAIRE PRINTED NAME

---

CONCESSIONAIRE SIGNATURE

---

DATE



\*\*\*THIS IS NOT A PERMIT\*\*\*

City of Albuquerque
Environmental Health Department
Consumer Health Protection Division

1 Civic Plaza NW, 3rd Floor, Room 3023, Albuquerque, NM 87103

Applications must be submitted at least 1 (one) week prior to the event

Application for Temporary Food Permit

Submit completed form to City Hall, 1 Civic Plaza NW, 3rd Floor, Room 3023 – Consumer Health Protection Division

FAX: 505-768-2617 Email fvaros@cabq.gov Phone 505-768-2716

Event Type:

Seasonal Temporary Event

Event Name: Date From: To: Booth Name: Event Location: Event Hours: Start: End: Set Up Time:

Applicant: Owner/Operator Address: City/State/Zip: Phone #: Organizer Contact: Email: Fax #:

- 1. If POTENTIALLY HAZARDOUS FOOD IS TRANSPORTED (e.g. seafood) to the event:
- What is the length of time in transport?
- How is the food to be kept Hot or cold?
2. HAND WASHING FACILITIES:
- Plumbed sink or gravity flow container
- Will hot water be available?
- At a minimum, you need 5 gallons in a container with a spigot, to leave hands free for washing, a bucket for wastewater, soap, and single use paper towels
3. Where will utensils be cleaned and sanitized?
- A 3-Compartment basin or sink is required
- If using Chlorine bleach or Quaternary ammonia to sanitize, you must have test strips on site.
4. LIST ALL FOODS TO BE SERVED
Include how you plan to keep Potentially Hazardous Food hot, cold or reheated:
Gas Electric Other



FOOD ITEM	OFF SITE PREP YES OR NO	COOKING PROCEDURES (e.g. deep fry, grill, Bake, reheating)	FOOD TEMPERATURE HOLDING METHOD
Example: Chile Beans	No	Cooked on stove in booth	Steam table

**HOME FOOD PREPARATION OR STORAGE IS NOT ALLOWED**  
**SPROUTS AND SUSHI ARE PROHIBITED**  
**PASTEURIZED EGGS MUST BE USED**

I hereby agree to abide by all requirements of the City of Albuquerque Food Sanitation Ordinance §§ 9-6-1-1 et. seq. ROA 1994, as it relates to temporary food stands and understand that the enforcement authority may impose additional requirements and may prohibit the sale or distribution of some or all *potentially hazardous food* in order 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 public health. My failure to dispose of condemned food shall be grounds for immediate closure of the food operation.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Health Authority Signature: \_\_\_\_\_

***Applications cannot be processed without payment. Please mail in or drop off at our office. Exact change or check only.***

Temporary Food Permit Fee: \$25.00

Seasonal Temporary Food Permit Fee: \$50.00

Vendors shall not open for business prior to paying and obtaining a permit from Environmental Health Consumer Health Protection.

Amount Paid: \$                      Date: