



Presented by

Canon

**2020
CONCESSIONAIRE
HANDBOOK**

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®
4401 ALAMEDA BLVD NE
ALBUQUERQUE, NM 87113
PHONE: 505.821.1000
FAX: 505.828.2887

The Concessionaire 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 concessionaire 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. All concessions are located on Balloon Fiesta's Main Street.



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DEADLINES AND IMPORTANT DATES/TIMES

Deadlines

Concession Application Available at BalloonFiesta.com:	January 31, 2020
Applications Due via Online:	May 1, 2020
Merchandise Acceptance Packet Sent by AIBF:	May 31, 2020
Food Acceptance Packet Sent by Spectra:	May 31, 2020
Merchandise Acceptance Packet and Payment in Full Due to AIBF:	July 15, 2020
Food Acceptance Packet and Payment in Full Due to Spectra:	July 15, 2020
RV Space Reservation Request Due to AIBF:	July 15, 2020
Insurance Information Due to AIBF (merchandise) or Spectra (food):	August 15, 2020
Overnight Storage Request Due to AIBF:	August 15, 2020
Golf Cart Request Due to AIBF:	August 15, 2020
Delivery Pass Request Due to AIBF:	September 15, 2020
Cancellation Deadlines for Refunds:	
Booth Deposit:	June 15, 2020
Full Payment:	August 1, 2020

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

Anticipated Concession Check In Availability (<i>subject to change</i>):	September 18 – October 1, 2020
Friday 9/18	
Saturday 9/19	
Sunday 9/20 NO CHECK IN AVAILABLE	
Monday 9/21 NO CHECK IN AVAILABLE	
Tuesday 9/22	
Wednesday 9/23	
Thursday 9/24	
Friday 9/25	
Saturday 9/26	
Sunday 9/27 NO CHECK IN AVAILABLE	
Monday 9/28	
Tuesday 9/29	
Wednesday 9/30	
Thursday 10/1	
9:00AM to 12:00PM and 1:00PM to 4:00PM	
Concession Set Up (After check in is complete):	September 18 – October 1, 2020
7:00AM – 6:00PM	
Inspections - FMO, EHD, Electrical	September 30 – October 2, 2020
Concession Last Day for Set Up:	October 1, 2020
Main Street Closure to Vehicles at 5:00PM:	October 1, 2020
<i>Vehicles on Main Street after the closure may be subject to towing</i>	
Concession Clean Up and Check Out:	October 11 – October 13, 2020
<i>Begin at 11:00AM, October 11, 2020 and complete by 4:00PM, October 12, 2020</i>	



APPLICATION PROCESS AND GUIDELINES

All concession applications and paperwork are available on the AIBF website at www.balloonfiesta.com.

Application Process for Merchandise 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 Applications Packets Must Include:

- Merchandise Concession Application
- Exhibit A
- Photos of Your Concession Booth and/or Portable Structure
- Photos or Samples of Your Proposed Product Line
- City of Albuquerque Fire Marshal Paperwork
- Current City of Albuquerque Business Registration Permit (if applicable)
- Handbook Acknowledgement Form
- Booth Deposit

Application Process for Food Concessions

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

Food Concession Applications Packets Must Include:

- Commercial Food Concession Application
- Exhibit A/Menu
- City of Albuquerque Fire Marshal Paperwork
- Temporary Food Permit Application
- Current Food Handlers/ServSafe Certificate for Owner/Supervisor
- Current City of Albuquerque Business Registration Permit (if applicable)
- Handbook Acknowledgement Form
- Booth Deposit

Selection of Concessionaires

Application packets must include all required information; Incomplete applications will not be accepted or considered. Concession applications are considered unique to each individual or business and any changes in ownership of businesses will require submission of a new application. All rights or privileges conveyed pursuant to an AIBF Concession Agreement are nontransferable.

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 applications received generally exceeds the number of spaces available, thus the awarding of concession agreements will be based on product mix and the perceived ability of a concession to perform within the constraints of the event. Our event is a family event and Albuquerque International Balloon Fiesta Inc. reserves the right to prohibit any product. We will endeavor to minimize repetition of competing products whenever possible, however there are no exclusive rights granted to concessionaires other than the glow product concessionaire and official sponsors.



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.

PAYMENT AND CANCELLATION GUIDELINES

Additional Fees

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

Payment Deadline

If awarded an agreement, paperwork and payment in full is due in either the AIBF office (merchandise concessions) or Spectra office (food concessions) by July 15, 2020. In the event paperwork and/or payment in full is not received by July 15, per your agreement, AIBF shall have the right to declare the agreement terminated and retain any monies.

Payments and/or paperwork received after July 15 will incur a late fee of 15% of the total booth cost.

Standby List

Concessionaires that are not selected to participate may opt to remain on the “Standby List” until a space becomes available. If no space becomes available, deposit refunds will be issued in November. If a concessionaire wishes to opt off the “Standby List”, deposit refunds will be issued within four weeks.

Cancellations/Refunds

A concessionaire 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.

Booth deposit refunds minus a 50% cancellation fee will be issued to concessionaires who are selected to participate but cancel prior to June 15, 2020.

Refunds minus a 50% cancellation fee will be issued to concessionaires who are selected to participate but cancel prior to August 1, 2020. There are no refunds after August 1. Concessionaires that cancel by way of nonpayment in full by July 15, 2020 will not receive any refund.

Returned Payments

Returned or NSF payments received by the either AIBF or Spectra will incur a \$40.00 fee. All monies after a returned payment must be paid with certified funds (money order, cashier’s check, cash, credit card).

GENERAL 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 Concessionaire business name and contact information to facilitate the issuance of Business Registration Permits, Fire Inspections, Health Inspections, etc.



In addition, this same information may be 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, send a letter to the AIBF office, attention Concession Manager; Include your name, concession booth name, and personal signature explaining your request.

Space Size and Boundaries

Due to the nature of the facilities, all sites measure precisely 10' frontage. Sites 25 to 144 are approximately 40' deep. Sites 1 to 24 and 145 to 176 are between 50' and 60' deep. All boundaries are marked.

No awnings, tents, tanks, hitches, overhangs, lighting, signs, countertops, umbrellas, tables, racks, shelving, any product, etc. may extend beyond space boundaries. No encroachment is allowed in to neighboring spaces, including Main Street, walkways, fire lanes, utility service corridor, or beyond your booth's defined space limits. Further, Concessionaires using smoking and cooking devices must have enough ventilation; smoke bellowing in to neighboring booths will not be tolerated and may jeopardize future participation.

Concessionaires are responsible for keeping their booth space and the area immediately surrounding their space in a neat and clean condition. Additionally, Concessionaires are responsible for any damages that may occur to the surface of the asphalt/millings. To avoid fees, bring any pre-existing damage to the attention of AIBF personnel or representatives.

Concessions located at corner spaces may be asked to alter business operations at times so that lines are not impeding the flow of an ingress to/egress from the park.

Concessionaires agree they shall not do anything by reason of operation or behavior that will injure, endanger, or impede adjacent concessions/concessionaires, displays, agents of AIBF, or guests.

Utility Service Corridor

The only items permitted in the utility corridor are portable toilets, propane tanks, gray water tanks, grease receptacles and ice machines. Placement of other items within the utility service corridor may be considered on a case-by-case basis. If objects other than approved items are placed in the utility corridor, they will be removed at the owner's expense.

If they wish, Concessionaires are permitted to place a paracord or bungee cord and signage stating "Authorized Personnel Only" at the opening on the fire lane fencing to keep guests out of the utility corridor. Cords placed at the openings must have slack in them and require less than 15lbs of force to be removed.

Concession Headquarters Office

Located mid-field, behind concession space #85. Spectra Headquarters is located just behind Concession Headquarters.

Check In and Set Up

Merchandise Concessionaires may check in at Concession Headquarters and Food Concessionaires may check in at Spectra Headquarters, September 18 to October 1, 2020, 9:00AM to 12:00PM and 1:00PM to 4:00PM. Check in dates are outlined above on page three and are subject to change. Once the initial check in process is complete, concessionaires may begin setting up from 7:00AM to 6:00PM daily. Concessionaires must use the north entrance at Gate #4.



If you have a trailer, storage cube, etc. that needs to be moved in prior to tent placement, contact the Concession Manager to arrange prior to set up.

You are not the only one on Main Street during the set-up process; though there may be an open space across the street or next to you, that doesn't mean there won't be an Exhibitor or Concessionaire moving in. Be courteous to those around you and don't block the street.

Do not use your set up and/or tear down time at Balloon Fiesta Park to wash and clean your equipment. Consider those around you and don't impede neighboring booth spaces with water and debris.

If you have a need for overnight storage of a vehicle or trailer onsite during the set up time period ONLY, please contact the Concession Manager to make arrangements prior to arrival on site. Vehicles left overnight without prior authorization are subject to towing at the owner's expense.

Due to last minute preparations at Balloon Fiesta Park, concessionaire set up must be completed no later than Thursday, October 1, 2020. At 5:00PM on Thursday, October 1, Main Street, the west side of your space, will close to vehicles. No vehicles will be permitted on Main Street after this time.

Clean Up and Check Out

You may begin cleaning up and tearing down your booth space at 11:00AM on Sunday, October 11, 2020. All concessionaire structures must be completely removed no later than 4:00PM, Monday, October 13, 2020. Any structures remaining beyond that date (without prior approval from the Concession Manager) may be removed and scrapped by Balloon Fiesta personnel. If stakes have been driven in to the asphalt to secure tents, all damage must be repaired prior to checking out; if damage is not repaired, additional fees may apply. Your concession space will be inspected once you vacate. Failure to leave your booth space as clean as you found it may result in a fine up to \$500 and may jeopardize future Balloon Fiesta participation.

Tent Requirements

For those concessions using tents, only white "pagoda" style tents with high, conical peaks are permitted at Balloon Fiesta Park. Pop up tents and/or canopies are not acceptable. No exceptions. The pictures below are examples of the required tent style.



Tents should be the appropriate size to fit your booth space to whatever depth you wish to use. The health department requires food vendors have three sides enclosed, although most concessionaires chose to have all sides available to close to secure their products when not operating. It is highly recommended that you have adequate lighting both inside and outside your tent. Tents MUST be bonded and grounded. All tent material shall meet IFC Section 2404.2, NFPA 701, or CPAI84.



One-inch diameter metal stakes may be driven into the asphalt to secure tents. No digging whatsoever is permitted, including in the asphalt or the gravel utility corridor. Upon removal of tents and structures, any damage to millings/asphalt must be repaired. If damage is not repaired, additional fees may apply.

Pricing and information for this year's AIBF preferred tent company will be provided at a later date though you are able to utilize any tent company you chose. All tent companies must agree to specific guidelines prior to gaining access to Balloon Fiesta Park for any set up/removal process. Tent Companies other than AIBF's preferred tent company may not begin tent set up until Wednesday, September 16, 2020; Concessionaires should schedule check in and set up accordingly. Outside tent companies must remove tents upon the conclusion of Balloon Fiesta. All outside tent company structures must be removed no later than Wednesday, October 21, 2020.

Gate Hours and Required Hours of Operation

Gates open for guests at 4:30AM and 3:00PM. Crowds for some of our events can exceed 90,000 people and 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 concessionaires, plan your arrival to the park accordingly.

The minimum required hours of operation for your booth are 5:30AM to 11:00AM for morning sessions, and 4:00PM to 8:30PM for evening sessions. Staffing from 11:00AM to 4:00PM is at your discretion. You are highly encouraged to remain open 5:30AM to 8:30PM on Saturday, October 10, 2020 for Music Fiesta.

It is mandatory that all concessions are open for business and staffed for each session. If your booth is found closed at any time during the required hours of operation, a fee of up to \$500.00 per session may be imposed and you may not be allowed to return the following year.

First Aid and Public Safety

Public Safety and First Aid are located mid-field, in the Public Safety Building behind Concession Space #85. The Public Safety Building is staffed 24 hours a day and can be reached by calling 505-821-7300. AIBF assumes no liability for damages caused by theft, vandalism, weather conditions, etc.

Change/Bank Facilities/ATMs

ATMs are located on Main Street; there are no other banking facilities on the grounds and the concessions offices WILL NOT offer change. Be sure to have sufficient change on hand.

Admission and Parking

For each 10' of frontage, concessionaires will receive:

- (1) Concession Parking "C" Pass
- (4) 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. 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 \$300.00 each while supplies last. Additional All Session General Parking "F" Passes and All Session Admission Passes may be purchased for \$150.00 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 only and is located east of Main Street and north of the Main Street Stage. The Concession Parking entrance opens at 2:00AM 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 or single session parking permit only and is located in various areas. Refer to the “F” 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 a general parking lot.

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. Parking passes must be displayed in the vehicle at all times while on the premises; do not park your vehicle and remove your pass. Passes are required for all vehicles entering the Park during the set-up process as well as during the event. The only time you may be permitted to enter the Park without a pass will be for your initial check in.

Concessionaires should provide all employees with adequate parking passes prior to their arrival to the park, otherwise applicable parking fees will be assessed. Please let employees know that regardless of the area they will park in, they should arrive early for their shifts to try to avoid being stuck in the thick of the traffic.

For employees and guests accessing the park through general admission gates, be advised that there will be walk through metal detectors and bag searches in use. To minimize the time it takes for entry to the park, there will be express metal detector lanes for guests without any bags. If bringing a bag is a must, we recommend either a small bag or a clear bag to speed up the bag check process.

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 admission and parking rules may result in vehicles towed at your own expense, immediate removal from Balloon Fiesta, and may jeopardize future Balloon Fiesta participation.

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

Deliveries

To have goods delivered to Balloon Fiesta Park, all concessionaires or service supply companies must submit a request for a Service Vehicle/Delivery Pass to AIBF by September 15, 2020. Each request will be reviewed on an individual basis. If a Service Vehicle/Delivery Pass is granted, each pass carries a fee of \$75.00. With a Service Vehicle/Delivery Pass, deliveries will be permitted on the field from 3:30AM to 5:00AM and from 11:00AM to 3:00PM each day.



Deliveries must be made to the rear of your concession, and delivery vehicles must depart Balloon Fiesta Park as soon as deliveries are accomplished. Unattended vehicles in the fire lane will be cited and towed at your expense. You must notify your suppliers of the delivery policy. Contact the AIBF Concessions Manager for additional details and a request form. If you wish to deliver something personally to your own booth, you must abide by the same delivery rules. Violations to delivery rules will be cited and/or towed at your expense.

Storage Units or Trailers

A storage unit or trailer may be placed within the confines of your concession space for no additional fee; however, overnight parking within an AIBF parking area is prohibited without an onsite overnight storage permit. To park a storage unit/trailer onsite overnight at Balloon Fiesta Park, a request form must be submitted to AIBF by August 15, 2020. 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. Contact the AIBF Concessions Manager for additional details and a request form.

Golf Carts

If you wish to use a golf cart/motorized vehicle (“golf cart”) on the premises during Balloon Fiesta, a completed request form **MUST** be submitted to AIBF by August 15, 2020. A limited number of golf cart permits are available and each request will be reviewed on an individual basis. A request is not a guarantee of permission to use a golf cart during Balloon Fiesta. If a permit for a golf cart is granted, the permit fee is \$100.00 plus any golf cart rental fees. Unauthorized golf carts/vehicles will be towed. Contact the AIBF Concession Manager for additional details and a request form.

Approved Product Regulations

Types of products that concessionaires wish to sell are subject to approval by AIBF. Any products not listed within the Exhibit A and/or contract cannot be sold during Balloon Fiesta unless changes in product mix are submitted in writing to AIBF for approval before the commencement of Balloon Fiesta and are approved in writing by AIBF. Balloon Fiesta is a family event and any products that may be deemed offensive, at the sole discretion of AIBF, are not allowed.

If modifying inventory is 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 infractions of any sections of the agreement, violators may be subject to immediate removal from Balloon Fiesta Park. In the event a concessionaire is asked to leave, refunds will not be given.

AIBF reserves the right to ask concessionaires to remove items that are not listed on the Exhibit A, have been misrepresented, or are found to be otherwise inappropriate items for sale at Balloon Fiesta.

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, Balloon Fiesta, 49th, 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, 49th, 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”
- 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 2020 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®	Mass Ascension™	Twilight Twinkle Glow™
Balloon Fiesta®	The Big One®	Special Shape Glowdeo™
America’s Challenge™	Night Magic Glow™	Special Shape Rodeo™
New Mexico Challenge™	AfterGlow™	Music Fiesta™
Artisans at Balloon Fiesta™		

Prohibited Practices

The following are strictly prohibited:

- Sales of knives over four inches
- 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 yelling or 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.

Because of the nature of the venue, weather can be a factor. Wind may cause tent walls to flap, rain may cause wet floors, condensation and leaks are possible, and drips may occur. To minimize potential damage to your product, back stock and display items should be kept up off the ground and covered when possible.

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

Mascots

Mascots will be permitted with prior authorization only. Contact the Concession Manager for details.

Sound and Scents

Operation of sound equipment, sound movies, bullhorns, televisions, radios, music, any scents, etc. shall not be permitted when AIBF, in its sole discretion, determines such operation is obnoxious or encroaches upon the rights of others. Equipment or displays causing excessive noise, including public address systems, will not be permitted.

Signage

Concessionaires are encouraged to mark their booth space well so that guests can find and remember your space. All signs must be professional in appearance and professionally produced; handwritten or hand painted signs are not permitted. Signs must be proportionate to booth size, be located within the confines of your booth space, and may not block the view of neighboring concessions. This includes all sign lighting. As this is an outdoor venue, some concessionaires find it helpful to add “wind slits” to banners. AIBF reserves the right to determine the appropriateness of all signage.

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.

Concessionaires 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 prohibited.

Shipping of Goods

If you plan to ship goods or items to Albuquerque International Balloon Fiesta for use prior to or during the event, you MUST contact the Concessions Manager prior to arranging any shipments. Shipments that have not been prearranged will be refused. AIBF is not responsible for lost or refused shipments.

Pets

Pets are not permitted at Balloon Fiesta Park. Exceptions are granted for service animals 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, though concessionaires do have the option of making RV reservations in one of two Balloon Fiesta RV areas:

- Standard spaces are located across Alameda in the South RV lot. Spaces offer a 50% discount off the full price nightly rate and are dry camping with no electrical or water hookups, though water delivery and pump-out service for black and gray water tanks is available for a fee.
- VIP North spaces are located just north of and are adjacent to the launch field. Spaces are available at full price only, offer no discount, and are dry camping spaces with no electrical or water hookups, though water delivery and pump-out service for black and gray water tanks is available for a fee.

Only one RV per 10 feet of concession frontage will be granted the discounted rate. To reserve an RV site, you must contact the Concession Manager or the RV Manager no later than July 15, 2020.

UTILITY REGULATIONS

Inspections

City and State entities including Environmental Health, Fire Marshal, Electrical, and Propane will conduct inspections in the week leading up to Balloon Fiesta. Inspection signups will be available at check in and must be scheduled at least one day in advance; same day inspections will not be available.

No concession may open for business until all necessary inspections have been completed and passed. Any concession failing to comply with inspection processes 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

All concessionaires selling food and consumable products must refer to the City of Albuquerque Environmental Health Department Add On Packet and the Application for Temporary Food Permit.

City of Albuquerque Mandatory Fire Codes

General Fire Safety

1. Every tent, booth, structure, concession vehicle area or section, shall have available at least one (1) hand-held fire extinguisher with a minimum rating of 2A:10BC. Such extinguisher shall be currently inspected and be tagged showing its annual servicing.
2. Sidewalls, drops, and tops of all tents, canopies, and temporary membrane structures shall meet NFPA 701 certified fire retardant construction as per section 2404.2 of the IFC. No other type of canopy/tent will be allowed.
3. 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.
4. Decorative material shall be of non-combustible type or shall be made "Flame Retardant" in accordance with the fire code.
5. Firebreaks that are erected in each row of tents or structures shall be kept free of any materials(s) at all times.



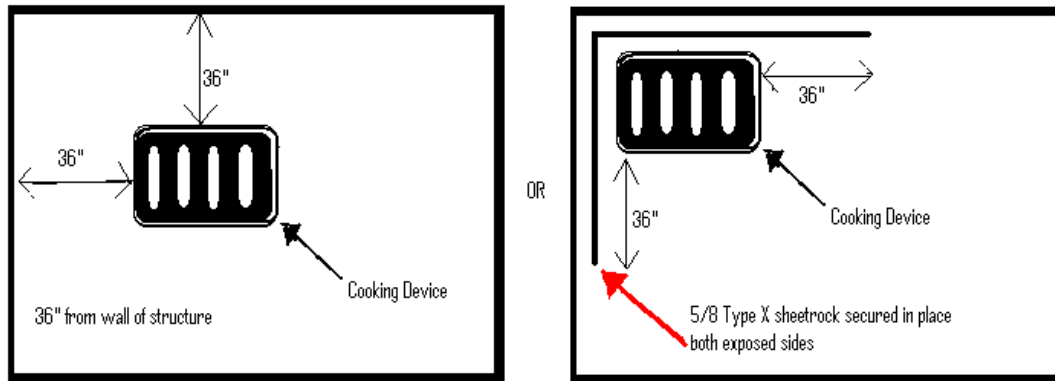
6. Fire lanes shall be kept clear of vehicles during hours of operation, except for delivery times 3:30AM to 5:00AM and 11:00AM to 3:00PM. No exceptions.
7. Parking of motor vehicles or anything with an internal combustion engine shall not be closer than twenty (20) feet to any tent, booth or structure. NOTE: Vehicles may be used for storage only if the vehicle is not moved or the engine is not started for the duration of the event. Vehicles are not to be located within the tent. Fuel tanks shall be sealed, be no more than ¼ tank full, or hold no more than five (5) gallons. One battery cable shall be disconnected. Concrete barriers will be placed behind concession row after the first day of the Balloon Fiesta in order protect propane tanks that may seal in any parked vehicles used for storage purposes.
8. “No Smoking” signs shall be posted inside of each booth and on the rear exterior area of the tent. Employees shall not smoke in the back of vendor row. Smoking is not allowed any closer to vendor row than the east side of the fire lane.
9. Only approved and listed UL, FM, or NRTL minimum 14 gauge three wire extension cords will be allowed to be used. Frayed, broken, cracked, or taped insulation will not be acceptable. Multi-plug adapters shall not be used, but “power strips” with their own circuit breaker may be used. The ampacity of the extension cord shall not be less than the rated capacity of the portable appliance supplied by the cord.

Fire Codes, Cooking, and L.P. Gas (Propane)

NOTE: All items for preceding section also apply

1. The use of propane gas on Concession Row will be allowed. There shall be No Smoking in the area between temporary structure and jersey barriers and within twenty (20) feet of propane tanks behind Concession Row.
2. Any area used for cooking of products that produce grease-laden vapors, shall meet the minimum extinguisher requirement for each booth or space of a currently inspected and tagged 2A:10BC Dry Chemical Fire Extinguisher. In addition, a currently inspected and tagged “Type K” Wet Chemical Extinguisher shall be available in the cooking area.
3. L.P. gas supply shall be handled by certified L.P. gas personnel only. Supplier shall provide a one hundred twenty-four (124) gallon maximum capacity tank for each food concession. Connections may manifold to supply additional cooking or heating devices within that particular stand if in compliance with NFPA 58, and chapter 38 of IFC. No independent, privately owned tanks shall be in use, except on auxiliary units, such as approved L.P. gas tent heaters. Balloon Fiesta Management shall be responsible for arranging proper placement of tanks. Refilling of tanks shall only be done during non-event hours.
4. L.P. gas shall be shut off at the supply during times when tent is not occupied.
5. Any hose used to pipe L.P. gas to a device shall be UL or FM listed specifically for L.P. gas service. All couplings, fittings, and any other devices shall meet the requirements for L.P. gas service as outlined in the International Fuel Gas Code, NFPA 58 and NFPA 54, or be deemed unapproved and removed from service.
6. All cooking appliances shall be listed and approved. All deep-frying shall be conducted in a listed and approved deep fryer.
7. All appliances used in food booths must have an accessible shut-off valve near the appliance that can be easily closed in case of emergency.
8. Gas burning equipment in enclosed areas shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used in such a manner that no portion of the tent or structure is within twelve (12) inches of the flue or vent.
9. A minimum clear space of three 36 inches shall be maintained between any cooking device and combustible material(s). Exception: 5/8 type X sheetrock installed between cooking device and

combustible material. Sheetrock shall extend a minimum of 36 inches past the sides of the cooking device and a minimum of thirty-six 36 inches above the heated surface of the device.



10. The owner or operator shall check the L.P. gas, devices or appliance upon “setting up” and then whenever changes, adjustments or refills occur. This can be done by spraying soapy water on valves, fittings, etc.
11. Toxic, explosives or flammable gases shall not be permitted in any booth or tent. Flammable liquids shall not be used at any time.
12. All vendors shall submit a tent floor plan for approval by the Albuquerque Fire Marshal’s Office.
13. All mobile food vendors shall have a current valid permit from the Albuquerque Fire Marshal’s Office PRIOR to the event.
14. All mobile food vendors utilizing a Hood Suppression System (if cooking with grease) must have proof of inspection within the past six months.

The above requirements are excerpts of the City of Albuquerque Fire Code, Ordinance 0-2012-029, and are LAW. The City of Albuquerque has adopted the fire code into ordinance 0-2012-029 for the Albuquerque Fire Department to prescribe minimum standards regulating conditions hazardous to life and property from fire and explosion within the city. Albuquerque Fire Department Fire Marshal’s Office shall contact and inspect all occupancies (buildings, Businesses, facilities, tents, booths, temporary membrane structures, etc.) to determine compliance with the requirements of the Fire Code. Failure to comply with these guidelines will result in the citing, closure or removal of the operation from the Balloon Fiesta site by authorities.

Electrical Requirements

Each 10’ frontage will have two standard 20 amp, 120 volt duplex sockets and two 50 amp, 240 volt sockets of the four prong “RV” style. AIBF concession utilities are ready for cord and cap connected (plug-in) equipment.

If awarded a Concession Agreement, you will be required to work with the power available within the confines of the space awarded in your 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. Under no circumstances may you “borrow” power from other concessionaires without a specific agreement with the concessionaire affected. “Stealing” power may be grounds for expulsion from Balloon Fiesta.

The following will be strictly enforced:

- Concessionaires are responsible to provide all materials necessary to connect to the utility source
- Altering, direct wiring, stacking multiple plugs, or writing on AIBF electrical boxes is prohibited
- 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 or cables routed up any tent or support poles must be securely fastened with cable ties
- Any cords laid on the ground 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 three feet in front and 30 inches around. Panelboards must be installed by an electrician
- Tents must be grounded and bonded. Metal raceways or channels, metal enclosures containing electrical equipment, and metal frames and parts of portable equipment (e.g. tent frames) that contain or support electrical equipment shall be bonded. The equipment grounding conductor of the circuit supplying the equipment that is likely to energize the metal frame shall be permitted to serve as the bonding means
- 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

For electrical issues, questions, or to schedule an electrician, contact the Concession Headquarters Office. Additional electrical work will be at your expense and will be billed by AIBF’s staff or contracted electrician.

Propane

If propane is to be used, AIBF’s selected propane supplier will provide one propane tank per booth. The propane supplier will charge the Concessionaire directly for set up/connection fees, labor, necessary materials, additional tanks/set up fees, and propane. Due to City and/or State regulations, no privately owned tanks may be used at Balloon Fiesta Park.

Fresh Water/Gray Water

Hose bibbs for water are available near the rear of your concession space in the utility corridor. Concessionaires are responsible for furnishing no less than 5/8” food grade hoses as well as anti-siphon devices to connect to the water source. AIBF reserves the right to disconnect and remove leaky hoses.

If a gray water tank is needed, Balloon Fiesta will provide one tank per booth. If additional tanks are needed, there may be a rental fee imposed. Gray water tanks will be placed behind the concession spaces in the utility corridors. Gray water must be disposed of properly and in designated receptacles only; Under no circumstances may you “borrow” gray water tanks from other concessionaires without a specific agreement from the affected concessionaire. Do not dispose of grease in gray water receptacles. Disposing of waste of any kind on the ground or in public trash barrels is prohibited. Gray water tanks will be pumped once following each session; Gray water tank pumping is not an on-demand service.



Recurring water issues, water running outside of your booth space, trailer, or mobile unit will not be tolerated. When necessary, a fine of up to \$500 per occurrence may be imposed and could be grounds for immediate closure and removal and may jeopardize future Balloon Fiesta participation.

To schedule a plumber or for hose bibb issues, contact the Concession Headquarters Office. Any plumbing work that you order will be at your expense and will be billed by AIBF's staff or contracted plumbing service.

Grease

Grease must be disposed of in designated receptacles only. Shared grease receptacles are located behind concession spaces in the utility corridors. Additional receptacles may be available for an additional fee. Only grease may be disposed of in grease receptacles.

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.

Boxes that have been broken down and placed neatly behind your booth will be picked up for recycling. Boxes that have not been flattened will not be picked up. You are responsible for your own boxes.

Ice

AIBF will provide contact information for the ice supplier selected to support Balloon Fiesta.

Portable Toilets

AIBF will provide contact information for the chemical toilets supplier selected to support Balloon Fiesta. Concessionaires wishing to rent chemical toilets for placement in the utility corridor behind their spaces may do so at the same price charged to AIBF.

Telephone and Internet Service

If you require the use of a dedicated telephone line or Internet connectivity for a cash register or a credit card machine, AIBF will provide contact information for the suppliers of Telephone Service and Wi-Fi Internet selected to Support Balloon Fiesta. Please contact the Concession Manager for information.

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), though there are other short-term liability insurance providers as well.

Liability Insurance for Merchandise Concessionaires

Each merchandise concessionaire must provide AIBF with proof of general and product/premises liability insurance coverage in the minimum amount of \$1,000,000.00. Each policy must name *Albuquerque International Balloon Fiesta, Inc., its directors, agents and employees and the City of Albuquerque* as additional insured. 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 a Concessionaire at the 2020 Albuquerque International Balloon Fiesta, located at 5000 Balloon Fiesta Parkway NE, Albuquerque, NM 87113, October 3 through October 11, 2020. 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, 2020. You are not permitted to check in or begin any set up on site until AIBF receives your current COI that is valid through the entire event.

Liability Insurance for Food Concessionaires

Each commercial food concessionaire must provide Spectra with proof of general and product/premises liability insurance in the minimum amount of \$1,000,000.00 for each occurrence and \$2,000,000.00 general aggregate. Each policy must name *Spectra Food Services, 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 a Concessionaire at the 2020 Albuquerque International Balloon Fiesta, located at 5000 Balloon Fiesta Parkway NE, Albuquerque, NM 87113, October 3 through October 11, 2020. Spectra Food Services, Albuquerque International Balloon Fiesta, Inc. its directors, agents and employees and the City of Albuquerque are additionally insured.”*

Liability insurance certificates are due to Spectra by August 15, 2020. You are not permitted to check in or begin any set up on site until Spectra receives your current COI that is valid through the entire event.

Automobile Insurance

Each concessionaire 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. 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, Spectra, or the City of Albuquerque as additional insured.

Automobile insurance certificates are due to ABIF or Spectra by August 15, 2020. You are not permitted to check in or begin any set up on site until AIBF or Spectra receives your current Auto Insurance Certificate that is valid through the entire event.

GROSS RECEIPTS AND CASH REGISTER REQUIREMENTS

Gross Receipt Numbers

Gross receipt data is a mandatory requirement for ALL concessionaires at Balloon Fiesta. Additional reporting information will be provided at a later date. AIBF does not collect gross receipt taxes or provide gross receipt information to the State of New Mexico concerning your operation. Failure to submit Gross Receipt Numbers each day may jeopardize future Balloon Fiesta participation.

Gross Receipts Taxes

NM Taxation Representatives will provide documentation and forms for concessionaires regarding gross receipt taxes. 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 concessionaires must use an electronic cash register or similar machine (Square/iPad, etc.) for all sales. Merchandise concessionaires may be required to submit register “z tapes” or a sales report with gross receipt reports daily. Food concessions are required to follow Spectra’s guidelines.



2020 CONCESSIONAIRE HANDBOOK ACKNOWLEDGEMENT FORM

By completing this acknowledgement form and signing below, I certify that I have received, read, and understand the Concessionaire 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.

CONCESSION BOOTH NAME

CONCESSIONAIRE PRINTED NAME

CONCESSIONAIRE SIGNATURE

DATE