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2021 CONCESSIONAIRE HANDBOOK AND FORMS

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

THIS HANDBOOK IS SUBJECT TO CHANGE AND WILL BE UPDATED AS ADDITIONAL DIRECTION IS RECEIVED FROM THE NEW MEXICO DEPARTMENT OF HEALTH. CONCESSIONAIRES WHO ARE CONTRACTED FOR 2021 WILL RECEIVE NOTIFICATION OF ANY CHANGES.

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, 2021
Applications Due Online:	June 1, 2021
Merchandise Acceptance Packet Sent by AIBF:	June 30, 2021
Food Acceptance Packet Sent by Spectra:	June 30, 2021
Merchandise Acceptance Packet and Payment in Full Due to AIBF:	July 15, 2021
Food Acceptance Packet and Payment in Full Due to Spectra:	July 15, 2021
RV Space Reservation Request Due to AIBF:	July 15, 2021
Merchandise Insurance Information Due to AIBF:	August 15, 2021
Food Insurance Information Due to Spectra:	August 15, 2021
Overnight Storage Request Due to AIBF:	August 15, 2021
Golf Cart Request Due to AIBF:	August 15, 2021
Delivery Pass Request Due to AIBF:	September 15, 2021
Cancellation Deadlines for Refunds:	
Booth Deposit:	June 15, 2021
Full Payment:	August 1, 2021

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

Anticipated Concession Check in Availability (<i>subject to change</i>): 9:00AM to 12:00PM and 1:00PM to 4:00PM Monday 9/20 Tuesday 9/21 Wednesday 9/22 Thursday 9/23 Friday 9/24 Saturday 9/25 Sunday 9/26 NO CHECK IN AVAILABLE Monday 9/27 Tuesday 9/28 Wednesday 9/29 Thursday 9/30	September 20 – 30, 2021
Concession Set Up (After check in is complete): 7:00AM – 6:00PM	September 20 – 30, 2021
Inspections - FMO, EHD, Electrical	September 29 – October 1, 2021
Main Street Closure to Vehicles at 5:00PM: <i>Vehicles on Main Street after the closure may be subject to towing</i>	September 30, 2021

APPLICATION PROCESS AND GUIDELINES

Application Process for Merchandise or Commercial Food Concessions

If you wish to be considered for a concession space, your completed application packet must be received via online application by May 1, 2021. All concession applications and paperwork are available on the AIBF website at www.balloonfiesta.com.

Merchandise Concession Applications 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 (unless specifying that Balloon Fiesta will obtain on your behalf)
- Handbook Acknowledgement Form
- Booth Deposit

Food Concession Applications Must Include:

- Commercial Food Concession Application
- Exhibit A/Menu
- City of Albuquerque Fire Marshal Paperwork
- Temporary Food Permit Application
- Current ServeSafe Manager Certificate for at Least One On-Site Supervisor/Application Location
- Current Food Handlers Card for Each Sub-Contractor/Worker (Must be submitted prior to each sub-contractor staff being on premises)
- Current City of Albuquerque Business Registration Permit (unless specifying that Balloon Fiesta will obtain on your behalf)
- Handbook Acknowledgement Form
- Environmental Health Department Add-on Packet 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 certain 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 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, required paperwork and payment in full is due by July 15, 2021. 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. If payment and/or paperwork is received and accepted after the July 15 deadline, you 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, 2021.

Refunds minus a 50% cancellation fee will be issued to concessionaires who are selected to participate but cancel prior to August 1, 2021. There are no refunds after August 1. Concessionaires that cancel by way of nonpayment in full by July 15, 2021 will not receive any refund.

Returned Payments

NSF payments to either AIBF or Spectra will incur a \$40.00 fee. All payments 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 satisfactory ventilation; smoke billowing into 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 concessionaire'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 20 to 30, 2021, 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. Check in dates and times are subject to change.

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, September 30, 2021. At 5:00PM on Thursday, September 30, 2021, 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 10, 2021. All concessionaire structures must be completely removed no later than 12:00PM, Tuesday, October 12, 2021. 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 Tuesday, September 14, 2021; 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 20, 2021.

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 traffic lane for concessionaires, plan your arrival to the park accordingly.

The minimum required hours of operation for all concessions 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.

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 if available. Pass type and quantity are subject to change based on the determination of AIBF.

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 and admission passes prior to their arrival to the park, otherwise applicable 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 time 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, 2021. 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, 2021. 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, 2021. 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. Any golf cart rental fees are additional and paid to the golf cart rental company directly. 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 are 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 2021 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" without advance permission/license
- 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 required to provide and display their own sign denoting booth name. 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 concession will be granted the discounted rate. To reserve an RV site, you must contact the Concession Manager no later than July 15, 2021. Spaces are limited.

COVID SAFE PRACTICES (CSP)

The State of New Mexico, City of Albuquerque, Albuquerque International Balloon Fiesta, and Spectra will require specific COVID Safe Practices. Requirements are subject to change based on additional information and state requirements and/or recommendations.

All Concessions

- Adhere to maximum occupancy limits. Utilize visible signage regarding physical distancing and congregating and/or a greeter to communicate occupancy limits as well as encourage customers to wear face coverings
- Large plexiglass sneeze guards must be present at all registers between personnel and customers
- All personnel must wear face masks covering mouth and nose at all times, except when eating or drinking
- All personnel behind cashier or food prep must wear protective gloves
 - Personnel handling items used or provided by customers must properly wash their hands or change gloves before serving another customer (e.g. credit cards, cash, pens, etc.)
- Maintain a schedule of stringent daily cleaning and sanitizing. Sanitation supplies must be readily available to sanitize any customer touch points between EACH transaction. Personnel should be trained on cleaning and disinfecting protocol, hygiene, and respiratory etiquette (e.g., covering coughs)
- High touch items such as credit card terminals should be cleaned and disinfected a minimum of once an hour or preferably more frequently
- All POS stations should be fully cleaned and sanitized at the beginning and end of each shift or session
- Handwashing facilities, sanitizer, and other hygiene support should be made available to personnel. The use of gloves is not a substitute for frequent handwashing
- Personnel should wear clean, washed clothing for each shift
- When scheduling personnel to cover shifts, consider additional breaks to provide for frequent handwashing, more frequent and longer time frames to sanitize equipment, etc.
- Cash registers and line queues must be spaced at least 6 feet apart and no less than 3 feet from the neighboring tent(s). AIBF will provide stanchions to maintain distancing and will mark the ground to allow for 6 feet between customers in line. If possible, guests should be informed of expected wait times
- Arrange for contactless payment and receipt options to the greatest extent possible; At least one contactless payment method MUST be offered at registers or pickup windows
- Each concession booth manager must screen all personnel before they enter the workplace each day. Copies/paperwork of personnel screenings may be required to be turned in to the respective Concession Headquarters (Merchandise/Spectra)
 - All personnel should Minimize non-essential travel. Adhere to CDC guidelines and state orders regarding isolation following out-of-state travel as well as adhere to all CDC and OSHA guidelines
 - Anyone experiencing symptoms related to COVID-19, including any of the following, will not be permitted to work that shift and should obtain testing

Fever	Muscle aches & pains
Cough	Chills or repeated shaking with chills
Headache	Loss of taste or smell
Chest discomfort	Fatigue & weakness
Sore throat	Shortness of breath or difficulty breathing
Diarrhea	Known close contact with a person who is lab-confirmed to have COVID or influenza
- Cell phones should not be used in work areas. If personnel need to use a cell phone, gloves should be removed and hands washed after use, before returning to work area

- If personnel are seen violating handwashing procedures or not following proper procedures for coughing, sneezing, or nose-blowing, the following actions should be taken:
 - Stop the person and explain what the proper procedure should be
 - Instruct the person to clean and sanitize their person and clothing
 - Escort the person from the concession area if sanitizing efforts are insufficient to correct the problem (e.g. severely soiled uniform, etc.)
 - Discard any food items that may have been in range of respiratory droplets
 - Sanitize the area/items as appropriate. Follow proper cleaning and sanitizing procedures

Food Concessions

- Single use items such as condiments (including salt, pepper, sugar, etc.), utensils, napkins, and wrapped straws must be provided from back of house with food items. No community condiment stations, customer facing utensils, or napkin holders will be allowed
- Exhibition cooking must be at least 6 feet behind barrier or must include a barrier and sealed sneeze guard if placed within 6 feet of customers
- Personnel should continue to wear hair coverings, face coverings for beards, and any other grooming standards and requirements previously in place
- Personnel should follow all proper hygiene requirements including proper handwashing techniques to assure compliance with recommendations/requirements
- All menu items should be cooked and handled with utensils to minimize or eliminate human contact with ready to eat or prepared food items
- Personnel behind cashier or food prep/cooking must wear protective gloves
 - Cashiers themselves should not handle food, and alternative options to food hand-off should be developed
- Personnel should wash their hands between every glove change and change gloves when
 - Switching a task
 - Gloves become torn, damaged, soiled, or contaminated (e.g. you cough or sneeze on your glove, or you wipe your nose/mouth/eyes/etc.)
 - After touching raw seafood, poultry or other meats and before touching other food items
 - Every two hours regardless of the above
- During the event, the Spectra Sanitation Captain shall perform periodic checks and shall have access to all work spaces to ensure compliance
- Menus should be streamlined to promote quick turn-around times and keep lines moving. Options to consider:
 - Pre-packaged food and drink items should be used when feasible
 - Boxed, bagged, wrapped, and covered items
 - Self-serve prepackaged snacks should be moved to the back counters to limit touch points before they are handed to guests
 - Made to order items should be prepared and wrapped in the back of the house
 - The exchange of items should be contactless and a well-documented pick-up area should be established

It is Further Recommended that Each Concession Booth

- Develop a COVID-19 communication plan and provide a forum for answering employee questions and addressing concerns
- Appoint a COVID-Safe Practice leader or team to enact safe practices in the workplace
- To support contact tracing, offer all customers who visit the establishment with the opportunity to record their name and phone number or email address, along with the date and time of their visit, and retain such records for no less than four weeks from the date of collection
- Ensure that six feet or more distance is maintained between customers
- If guests are allowed within the concession, utilize signs, stanchions and/or floor decals to support 6-foot social distancing, including one-way aisle traffic and separate entry/exit wherever possible

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

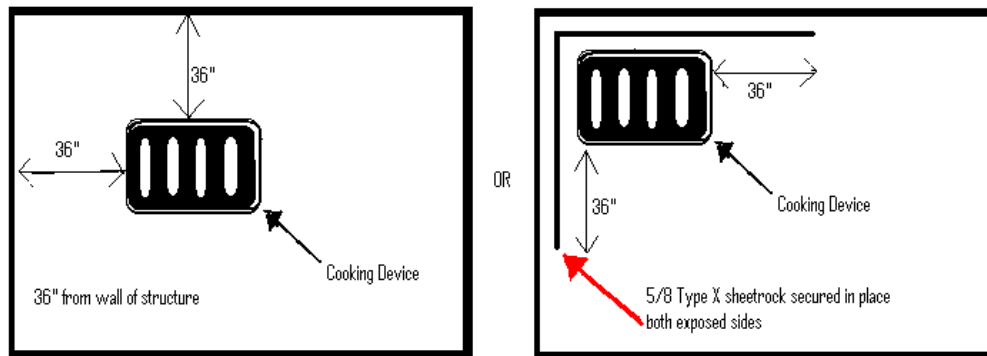
1. Every tent, booth, structure, concession vehicle area or section, shall have available at least one (1) hand-held fire extinguisher with a minimum rating of 2A:10BC. Such extinguisher shall be currently inspected and be tagged showing its annual servicing.
2. Sidewalls, drops, and tops of all tents, 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 Concession Row. Smoking is not allowed any closer to Concession 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 food 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 bibs 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 bib 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 toilet 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, 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 2021 Albuquerque International Balloon Fiesta, located at 5000 Balloon Fiesta Parkway NE, Albuquerque, NM 87113, September 17 – October 17, 2021. 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, 2021. 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 2021 Albuquerque International Balloon Fiesta, located at 5000 Balloon Fiesta Parkway NE, Albuquerque, NM 87113, September 17 – October 17, 2021. 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, 2021. 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, 2021. 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.

2021 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

REQUIRED FORMS

Exhibit A

All potential concessionaires must complete this form and upload in to the online application. Must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta.

Exhibit B

For informational purposes only. All potential concessionaires must take note of all exclusive and/or excluded products.

Albuquerque Fire Marshal's Office Permit Application

All potential concessionaires must complete and upload the Albuquerque Fire Marshal's Office Permit Application form in to the application regardless if you plan to use a tent. The form must be completed in its entirety; Page one filled out, page two read and completed with your name and signature, and page three must include a bird's eye view drawing/diagram of your intended 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 and Acknowledgement Form

All potential concessionaires desiring to sell food and/or consumable products must read The City of Albuquerque Environmental Health Department Add on Packet as well as complete and upload the City of Albuquerque Environmental Health Department Add on Packet Acknowledgement Form in to the application.

City of Albuquerque Temporary Food Permit Application

All potential concessionaires desiring to sell food or consumable products must complete and upload a Temporary Food Permit Application in to 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, 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"
- 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 2021 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



City of Albuquerque Fire Marshal's Office Permit Application

600 2nd Street NW Albuquerque NM, 87102

Phone (505) 924-3611

Fax (505) 924-3619

Fire Marshal Permit Application

Approved

Disapproved

Case # _____ Date _____ Man # _____ Officer's Signature _____

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

This form must be completed in its entirety by all applicants

1. Page One – Complete all information
2. Page Two – Read all information and print and sign your name
3. Page Three – Draw a bird's eye view diagram of your intended booth layout

Event Information

Event Name	Albuquerque International Balloon Fiesta
Concession Booth Name	
Concession Contact Name	
Concession Contact Phone	
Concession Emergency Phone	
Concession Contact Email	
Event Start Date	
Event Start Time	
Event End Date	
Event End Time	

Tent Provider Information

*If you do not plan to use a tent, please note "N/A"

Company Name	
Address	
State	
Zip Code	
Contact Name	
Contact Phone	
Emergency Phone	
Contact Email	
Inspection Date	
Inspection Time	
Total Square Footage	

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 of 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] **(IFC 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.

Concessionaire Printed Name: _____

Phone Number: _____

Concessionaire Signature: _____

Date: _____

OFFICERS COMMENTS:	Fire Marshal Permit Application <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Case # _____ Date _____ Man # _____ Officer's Signature _____
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*To complete this form, please draw a bird's eye view of your intended booth layout

City of Albuquerque Environmental Health Department Add on Packet



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.

TEMPORARY FOOD PERMITS AND INSPECTION REPORTS

Temporary Food Permits

Applications for Temporary Food Permits are provided in this 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 1, 2021, follow up inspections will be conducted Saturday, October 2, 2021 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, 2021. 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.

**2021 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

Application for Temporary Food Permit

Submit completed form to City Hall, 1 Civic Plaza NW, 3rd Floor, Room 3023 – Consumer Health Protection Division
Phone 505-768-2716 FAX: 505-768-2617 Email fvaros@cabq.gov

Event Type:

Seasonal Temporary Event

Event Name: Albuquerque International Balloon Fiesta	Date From:	To:
Booth Name:	Event Location: Balloon Fiesta Park	
Event Hours Start:	Event Hours End:	Set Up Time:

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

- 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? _____
- Hand washing facilities:
 - Plumbed sink_____or gravity flow container_____
 - Will hot water be available? Yes No
 - 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
- 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.
- 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 PROCEDURS (e.g. deep fry, grill, bake, reheating)	FOOD TEMPERATURE HOLDING METHOD
<i>Ex: Chile Beans</i>	<i>No</i>	<i>Cooked on stove in booth</i>	<i>Steam table</i>

**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.

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: _____