



**2023**  
**ARTISANS AT BALLOON FIESTA**  
**HANDBOOK**

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®  
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The Artisans at Balloon Fiesta 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 artisan 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. The Artisans at Balloon Fiesta tent is located at the north end of Main Street, next to the Balloon Discovery Center.

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## DEADLINES AND IMPORTANT DATES/TIMES

### Application Deadlines

Application Available at BalloonFiesta.com:	February 1, 2023
Application Due:	April 1, 2023
Jury Decision Notification Emailed:	April 15, 2023
Acceptance and Payment Due:	May 15, 2023
Liability and Auto Insurance Certificates Due to AIBF:	August 15, 2023
Cancellation Deadlines for Refunds ( <i>fees apply</i> ):	August 1, 2023

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

Artisan Check In: <i>9:30AM – 4:00PM</i>	October 4 – October 5, 2023
Internal Electrical Inspections: <i>9:30AM – 4:00PM</i>	October 5 – October 6, 2023
Main Street Closure to Vehicles at 5:00PM:	October 5, 2023
Artisan Clean Up and Check Out: <i>Begin at 11:00AM and complete by 4:00PM</i>	October 15, 2023

## APPLICATION GUIDELINES

### Application Process

If you wish to be considered for Artisans at Balloon Fiesta, your completed application must be received via online application by April 1, 2023. All Artisans at Balloon Fiesta applications and paperwork are available on the AIBF website at [www.balloonfiesta.com](http://www.balloonfiesta.com)

### Selection of Artisans

To be considered for artisan acceptance, your application must include all required information. Incomplete applications will not be accepted or considered.

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 artisan agreements will be based on product mix and the perceived ability of an artisan to perform within the constraints of the event. Our event is a family event and Albuquerque International Balloon Fiesta Inc. (AIBF) reserves the right to disallow any product. We will endeavor to minimize repetition of competing products whenever possible in order for all of our Artisans to do well, however, there are no exclusive rights granted to Artisans other than the glow product concessionaire and official sponsors.

Our 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.

Your artisan application is considered unique to you as an individual or business and any changes in ownership of your business will require submission of a new application. All rights or privileges conveyed pursuant to an AIBF Artisan Agreement are nontransferable.

## PAYMENT AND CANCELLATION GUIDELINES

### **Payment Deadline**

If selected by the jury committee to participate in Artisans at Balloon Fiesta and awarded an agreement, required paperwork and payment in full is due by May 15, 2023. If paperwork and/or payment is not received by May 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 May 15 deadline, you will incur a late fee of 15% of the total booth cost. Payment plans may be discussed upon acceptance but include a convenience processing fee of up to 5%.

### **Cancellations/Refunds**

An artisan 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.

Refunds minus a 50% cancellation fee will be issued to Artisans who are selected to participate but cancel prior to August 1. There are no refunds after August 1. Artisans who cancel by way of nonpayment by payment plan deadlines will not receive any refund.

### **Returned Payments**

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

## **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 Artisan business name and contact information to facilitate the issuance of Business Registration Certificates, Fire Inspections, Health Inspections, etc.

In addition, this same information may be provided to vendors who offer services such as 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, simply send a letter to the attention of the Artisan Manager at the AIBF office. Be sure to include your name, artisan booth name, and personal signature with your request.

### **Space Size and Boundaries**

Due to the nature of the facilities available, all booths are precisely measured. No awnings, displays, decorations, lighting, signs, shelving, racks, countertops, tables, other appendages, or any product may extend beyond these boundaries.

No encroachment is allowed in to your neighbor's space or beyond your booth's defined space limits. This includes no encroachment in to utility service areas and walkways. Only items that are required by AIBF to operate and maintain the artisan tent are allowed in the utility service area behind the tent.

Depending on the location of your booth, you may not be able to use extensions to raise the height. If you have an extension that is higher than 8', please make a note on your application.

Each artisan agrees that he shall not do anything by reason of operation or behavior that will injure, endanger, or impede adjacent Artisans, displays, agents of AIBF, or Balloon Fiesta guests.

### **Booth Planning**

An attractive, neat, clean, professional booth is expected of all Artisans.

Artisans must furnish/rent their own display equipment, tables, chairs, etc.

Tables must be covered to the floor on all sides. All coverings must be NFPA 701. Commercially produced table skirts and coverings should have a safety code standard on packaging.

Plan your space so that guests can step in to your booth space and out of traffic flow, as the walkways and aisles can get extremely crowded.

Artisans are responsible for keeping their booth space and the area immediately surrounding their space in a neat and clean condition. AIBF staff will not enter booths to clean the floor. There will be a broom available for use if needed. If you have boxes and packing material to throw away, please break down boxes and place them in a dumpster and not in a trashcan.

All work must be visibly marked with a retail price on all items for sale.

Due to the nature of the venue, weather can be a factor. Wind may cause tent walls to flap against booths, rain may cause wet floors, condensation and leaks are possible, and drips may occur. Back stock and display items should be kept up off the ground and covered when possible.

Please be aware that because this is a shared tent space, Navigators/Volunteers or Public Safety Officials may find it necessary to enter your space.

Storage containers, boxes, back up product, etc. must be concealed.

Weather can be chilly in the early morning but can warm up quickly in the afternoons. Some type of heat is planned for the tent, but because this is a shared tent with a limited number of heaters, your booth space may be located very near or far from a heat source. Doors in the tent will also remain open for traffic flow and air circulation. Please plan accordingly and dress in layers.

Artisans are responsible to furnish their own food and beverages. If you chose to bring food items, please plan accordingly and have a plastic bin or other protection for your food. Due to the nature of the venue, open food items may attract critters. Concessions will be available on Main Street (outside of the tent) for purchase.

### **Check In and Set Up**

Artisans must check in at the Artisans at Balloon Fiesta tent from Wednesday, October 4 through Thursday, October 5, 2023 during the hours of 9:30AM to 4:00PM; the tent will close at 5:00PM each day. Any artisan who has not checked in by 4:00PM on Thursday, October 5, 2023 will be considered a no show and will forfeit their booth and all payments unless prior arrangements have been made.

Due to last minute preparations at Balloon Fiesta Park, all Artisans must be in place no later than Thursday, October 5, 2023. At 5:00PM on Thursday, October 5, Main Street, the street in front of the artisan tent, will close to vehicles. No vehicles will be permitted on Main Street after this time.

Though there will be no vehicle access to the tent, you may continue putting finishing touches on your booth on Friday, October 6, 2023. You are welcome to "open" for those people on the field for pilot registration, concessionaires setting up other tents, etc.

### **Check Out and Clean Up**

You may begin cleaning up and tearing down your booth space at 11:00AM on Sunday, October 15, 2023. All artisan owned structures must be completely removed no later than 4:00PM on Sunday, October 15, 2023. Any structures remaining beyond that time may be removed and scrapped by Balloon Fiesta personnel. Failure to complete the check-out process and leave your booth space as clean as you found it may jeopardize any future Balloon Fiesta participation.

### **Gate Hours and Required Hours of Operation**

Gates open for guests/general public at 4:30AM and 3:00PM. Since crowds for some of our events are in excess of 90,000 people, 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 Artisans, please plan your arrival to the park accordingly.

The Artisan tent will be open for business from 5:30AM through 11:00AM for morning sessions and from 4:00PM through 8:30PM for evening sessions. The artisan tent will remain open from 5:30AM through 8:30PM on Saturday, October 14, 2023 for Music Fiesta. Booth hours are subject to change based on the business needs of the Artisans as a whole.

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

### **Concession Headquarters Office**

Located mid-field, behind concession space #85.

### **First Aid and Security**

Public Safety and First Aid are both 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.

Overnight security in the Artisan tent will be provided, however each artist exhibits at his or her own risk. Please staff your booth until the last customer leaves and the tent doors close. We recommend covering the front of your booth when you leave at night. AIBF is not responsible for damage, theft, or loss.

### **Change/Bank Facilities/ATMs**

ATMs will be located on Main Street; there are no other banking facilities on the grounds. Be sure to have sufficient change on hand.

### **Admission and Parking**

For each booth, Artisans will be provided:

- (1) Concession Parking "C" Pass
- (2) 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, All Session General Parking "F" Passes, Single Session Parking Passes, All Session Admission, and Single Session Admission 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 the 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.

Artisans 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 outlined above 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.

### **Storage Units or Trailers**

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. 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 Concession/Artisan Manager for additional information.

### **Approved Product Regulations**

Types of products Artisans 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 your 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 any infractions of any sections of the agreement, violators may be subject to immediate removal from Balloon Fiesta Park.

AIBF reserves the right to ask Artisans to remove items that are not listed on the Exhibit A, have been misrepresented, not selected by the jury committee, are found to be manufactured or imported goods, or are otherwise inappropriate items for sale at Balloon Fiesta. In the event an artisan is asked to leave, refunds will not be given.

Artists may display work only in the categories for which they are accepted. If work is exhibited that does not reflect the quality and nature of the work juried, or which does not meet AIBF standard and guidelines, action will be taken. AIBF reserves the right to remove an artist without refunding fees.

Signed and numbered offset limited-edition reproductions and giclée reproductions of hand-created works will be allowed but must be labeled as reproductions and confined to a single area. Only original artwork will be permitted on booth walls. Photographs and Digital Art prints shall be considered original artwork.

The following will not be accepted or permitted

- Mass reproductions
- “Buy and sell” merchandise
- Photos/photocopies of artwork
- Framed mechanical reproductions
- Commercial, manufactured, or kit work, including use of commercial molds, patterns, blanks, dies, machined screened patterns, mass production, factory produced wearables

### **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, 51<sup>st</sup>, etc. themes)
- Baseball style caps that is Hot Air Balloon, Gas Balloon, and/or New Mexico themed or related (e.g. 1972, Balloon Festival, ABQ, Albuquerque, Balloon Fiesta, 51<sup>st</sup>, etc. themes)
- Jackets
- Glow products (toys or novelty items that illuminate by means of LED, fiber optics, or chemicals)
- Calendars
- Posters
- Balloon rides
- AIBF programs and official products (without a separate agreement from AIBF)
- Any products not specifically approved in your 2023 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 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.

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

### **Sound and Scents**

Operation of sound equipment, sound movies, bullhorns, televisions, radios, music, or any scents, etc. will 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**

Artisans are required to provide and display their own sign denoting company 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 Artisans. This includes all sign lighting as well. AIBF reserves the right to determine the appropriateness of all signage.

Signage referencing “sale” or “reduced prices” will be not permitted.

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.

Artisans 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 also prohibited.

### **Shipping of Goods**

If you plan to ship any goods or items to Albuquerque International Balloon Fiesta for your use during the event, you MUST contact the Artisan 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 Artisans 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.

## UTILITY REGULATIONS

### **Inspections**

An Artisan Navigator will conduct an internal inspection for each booth space. Be sure the Navigator can easily view the configuration of your extension cords, power strips, lights, etc. If you have questions regarding electricity, please ask before you set it up. Please be patient and understanding, as this is necessary to comply with city requirements as well as for the safety of all Artisans, AIBF staff, and Guests.

No artisan may open for business until all necessary inspections have been completed and passed. Any artisan that fails 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 Artisans selling food or consumable products must refer to the City of Albuquerque Environmental Health Department Add on Information and the Application for Temporary Food Permit.

### **Mandatory Fire Codes**

Candles, oil lamps, open flames, etc. will not be permitted.

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.

Decorative material shall be of non-combustible type or shall be made "Flame Retardant" in accordance with the fire code.

All table coverings must be NFPA 701 or 702. Commercially produced table skirts and coverings should have a safety code standard on packaging.

### **Electricity**

Each 10'x10' and 10'x15' booth will have one electrical outlet with a 400-watt limit. A 10'x20' booth will have two electrical outlets. If extra electricity is needed, it can be purchased at an additional charge, but must be pre-paid.

If awarded an Artisan 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 your neighbor without a specific agreement with the neighbor affected.

#### **The following will be strictly enforced:**

- Each artisan is responsible to provide all materials necessary to connect to the utility source
- Altering, direct wiring, stacking multiple plugs, or writing on any Balloon Fiesta 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
- All 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 any electrical issues, questions, or to schedule an electrician, contact an Artisan Navigator. Any additional electrical work that you order will be at your expense and will be billed by AIBF’s staff or contracted electrician service.

### **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.

### **Portable Toilets**

AIBF will supply chemical toilets in the utility area behind the artisan tent for use. These toilets will be locked and you will need to acquire the combination code or key from an artisan Navigator.

### **Internet Service**

The artisan tent will have Wi-Fi access. If you wish to secure your own dedicated Internet access, please contact the Concession/Artisan Manager.

## **INSURANCE REQUIREMENTS**

\*NOTE: If you do not have an ongoing liability policy, there are agencies that provide short term insurance; an example that Artisans have used in the past is K&K Insurance (800-553-8368), although there are other short-term liability insurance providers as well.

### **Liability Insurance**

Each artisan 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 an Artisan at the 2023 Albuquerque International Balloon Fiesta, located at 5000 Balloon Fiesta Parkway NE, Albuquerque, NM 87113, October 4 – October 15, 2023. 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, 2023. 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.

### **Automobile Insurance**

Each artisan 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. The certificate must show the insured amounts. 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 or the City of Albuquerque as additional insured.

Automobile Insurance certificates are due to AIBF by August 15, 2023. You are not permitted to check in or begin any set up on site until AIBF receives your current Auto Insurance info that is valid through the entire event.

## GROSS RECEIPTS AND CASH REGISTER REQUIREMENTS

### Gross Receipts Data

Gross receipt data is a mandatory requirement for all Artisans at Balloon Fiesta. 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 Data to AIBF each day may jeopardize future Balloon Fiesta participation. Additional reporting information will be provided after acceptance.

### Gross Receipts Taxes

The State of New Mexico Taxation and Revenue Department requires that you have a valid Registration Certificate with a New Mexico Business Tax Identification Number (GRT ID/CRS #). If you are accepted, you must obtain a GRT ID if you do not already have one. Additional information will be provided upon acceptance. Gross Receipt Taxes 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 Artisans must use a cash register or similar machine (Square/iPad, etc.) for all sales. You may be required to submit your registers' "z tapes" or a sales report with gross receipt reports daily.

## CITY OF ALBUQUERQUE ENVIRONMENTAL HEALTH DEPARTMENT ADD ON INFORMATION

The following is information provided by AEHD and is intended to assist food concessions in saving time and ensuring a safe and enjoyable Balloon Fiesta for everyone. **This information is 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 Information, please contact the Albuquerque Environmental Health Department:

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

## REQUIRED FOOD SAFETY TRAINING

Prior to being issued a Temporary Food Permit for participation in Balloon Fiesta, each concessionaire and their employees shall complete the required Food Safety Training; all employees must take the training, even if hired during the event. The training link will be provided upon acceptance. Concessionaires will need to bring the certificate of completion for all food employees to the Mandatory Meeting on Friday prior to Balloon Fiesta in order to receive a permit.

The training will take about 20 minutes and a passing score on the final quiz is required prior to being issued a certificate.

You do not need to email your certificate to AEHD; a report will be generated and provided to AEHD to confirm completion of the training. In order to receive credit for your employees, ensure they complete the information page at the end of the training and use the Booth Name from your permit application as the Business Name on the form.

All certificates should be kept in the booth and available for inspection by AEHD staff.

## TEMPORARY FOOD PERMITS AND INSPECTION REPORTS

Permit Type	Foods Allowed	Fees
Temporary Food SERVICE	Individual portion service including prepared hot foods	\$25
Temporary RETAIL Food	Packaged foods such as jams, jellies, salsa, cookies, cut produce, eggs	\$50
Multiple Permits Needed	When offering food items from multiple categories above, each permit type must be submitted	Individual fees apply per application

### **Temporary RETAIL Food Permits**

When distributing packaged items, this permit is required. Packaged items include but are not limited to cookies, cakes, jams, jellies, eggs, and jarred salsa. With a RETAIL Permit, there is no on-site assembly or preparation of food.

### **Temporary Food SERVICE Permits**

When distributing portion-service food outside of a permitted establishment, this permit is required. Portion-service food includes but is not limited to hamburgers, hot dogs, burritos, and sandwiches. Generally, there is some on-site assembly of foods during the event.

### **Issuance of Permits**

Permits will be issued to individual concessionaires at the Mandatory Food Concessionaire Meeting on Friday, October 6, 2023. Concessionaires will need to bring the certificates of completion from the online Food Safety Training for all food employees to the Friday meeting in order to receive a permit.

### **Inspections**

AEHD pre-Inspections will occur on the Friday before 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. An inspection report will be issued; only once a passing grade is received can food preparation begin.

In the event requirements are not met by Friday, October 6, 2023, follow up inspections will be conducted Saturday, October 7, 2023 beginning at 5:00AM. If your operation meets the minimum requirements on the Albuquerque Environmental Health Department checklist, 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.

Your food booth is subject to inspection throughout the event and inspection times will not be scheduled ahead of time.

## 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, easily cleanable 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 temporary food permit(s) 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**

Foods containing cannabis, raw seafood or 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. Milk, milk products, and egg products must be pasteurized.

### **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. Employees handling currency should be instructed to wash hands prior to working with food or handling ready to eat food.

### **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, 2023. 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 shall not be used for storing food. 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 used for beverages or food ingredients may not be used for food storage.

When ice chests are used for food storage, all food items must be kept at safe temperatures and be protected from contamination. Food must never be in direct contact with the ice, and the food packaging shall protect the food from melted ice and condensation within the cooler. Ice chests for storage of food must drain.

### **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, 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.

### **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 supplied by AIBF's preferred supplier is the only sanitizer that may be used during Balloon Fiesta. 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.

## **REQUIRED FORMS**

All potential Artisans must complete and submit required forms in to the online application. The following described forms can be found below.

### **Exhibit A**

*All potential Artisans 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.*

### **Handbook Acknowledgement Form**

*All potential Artisans must complete this form and upload in to the online application.*



## 2023 ARTISANS AT BALLOON FIESTA HANDBOOK ACKNOWLEDGEMENT FORM

By completing this acknowledgement form and signing below, I certify that I have received, read, and understand the Artisans at Balloon Fiesta 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.

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ARTISAN BOOTH NAME

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ARTISAN PRINTED NAME

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ARTISAN SIGNATURE

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DATE