



## 2024 UPDATED INSURANCE REQUIREMENTS | AS OF JULY 25, 2024

Each Artisan must provide proof of insurance as described below.

Insurance certificates must be current and valid from 10/2/24 through 10/14/24.

All insurance certificates must be received in the AIBF Office no later than August 15.

You are not permitted to check in or begin set up until all insurance certificates have been received by AIBF. Failure to provide insurance certificates by August 15 will result in delayed check in.

\*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.

### **General Liability and Workers' Compensation Insurance**

Artisan agrees to have in full force and effect for the full duration of Balloon Fiesta, product and premises liability insurance against all claims or causes of action, or damages, including attorney fees, arising out of the sale of Artisan's products/services or Artisan's use of the space in Balloon Fiesta Park, providing coverage reasonable and satisfactory to AIBF, including products-completed operations coverage, in the amounts of \$1,000,000.00 per occurrence/ \$2,000,000 aggregate.

Under separate certificates, the following must be named as additional insureds on such insurance:

#### **AIBF and its directors, agents, employees, contractors and volunteers**

4401 Alameda NE, Albuquerque, NM 87113

#### **City of Albuquerque**

Director, Risk Management Department, PO Box 1293, Albuquerque, NM 87103

Director, Parks & Recreation Department, PO Box 1293, Albuquerque, NM 87103

Artisan agrees to have in full force and effect for the full duration of Balloon Fiesta a workers' compensation insurance policy in the minimum amount of \$500,000.00.

### **Automobile Insurance**

Artisan agrees to have in full force and effect for the full duration of Balloon Fiesta an automobile liability insurance policy in the minimum amount of \$100,000.00 per person/ \$300,000 per accident, for each motor vehicle Artisan uses at Balloon Fiesta Park.

You do not need to name AIBF or the City of Albuquerque as additional insured on auto insurance.

This MUST be a certificate of insurance. We cannot use proof of insurance or an insurance card.