



2024 MERCHANDISE CONCESSIONAIRE INSURANCE REQUIREMENTS UPDATED AUGUST 6, 2024

Each Concessionaire must provide proof of insurance as described below.

Insurance certificates must be current and valid from 9/23/24 through 10/16/24.

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.

General Liability Insurance for Merchandise Concessionaires

Concessionaire 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 Concessionaire's products/services or Concessionaire'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

Workers' Compensation Insurance for Merchandise Concessionaires

Concessionaire agrees to have in full force and effect for the full duration of Balloon Fiesta, a workers' compensation insurance policy as required by NM law.

Concessionaire shall provide AIBF one of the following:

- 1) a certificate of such insurance with stated amounts thereof

OR

- 2) an affidavit that they are exempt from NM workers' compensation insurance and an agreement to indemnify AIBF from any liability resulting from a workers' claim

Please contact the Concession Manager for a Workers' Compensation Verification Addendum if needed.

Automobile Insurance for All Concessionaires

Concessionaire 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 per person/ \$300,000 per accident, for each motor vehicle Concessionaire 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.