



2025 ARTISAN HANDBOOK

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®
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The Artisan 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.** This handbook is subject to change. Artisans who are accepted will receive notification of any changes. The final handbook must be kept in the booth for reference.

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DEADLINES AND IMPORTANT DATES/TIMES

Deadlines

Application Available at BalloonFiesta.com:	March 1, 2025
Application Due:	April 15, 2025
Jury Decision Notification Emailed:	May 15, 2025
Acceptance and Payment Due:	June 15, 2025
Insurance Certificates Due:	August 15, 2025
Cancellation Deadlines for Refunds (<i>fees apply</i>):	July 31, 2025

Check In/Set Up/Tear Down/Check Out Information

Anticipated Check In and Set Up (<i>subject to change</i>):	October 1 – 2, 2025
Internal Inspections:	October 2 – 3, 2025
Main Street Closure to Vehicles at 5:00PM:	October 2, 2025
Tear Down and Check Out:	October 12, 2025

Balloon Fiesta Sessions

1 st Saturday, 1 st Sunday, Thursday, Friday, 2 nd Saturday	AM & PM Sessions
Monday, Tuesday, Wednesday, 2 nd Sunday	AM Sessions Only

APPLICATION PROCESS AND GUIDELINES

Application Process

If you wish to be considered for an Artisan space, your completed application must be received via online application by April 15. All artisan applications and paperwork are available on the Albuquerque International Balloon Fiesta, Inc. (AIBF) website at www.balloonfiesta.com.

Selection of Artisans

Applications must include all required information; incomplete applications will not be accepted or considered. Artisan applications are considered unique to each individual or business and any changes in ownership of business will require submission of a new application. All rights or privileges conveyed pursuant to an AIBF Artisan 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 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 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 for certain 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 cooperation is mandatory.

PRICING, PAYMENT, AND CANCELLATION GUIDELINES

Space Pricing

All spaces are precisely 10', 15', or 20' frontage and 10' deep. Additional fees for premium locations may apply.

Size	Fee
10' x 10' STANDARD	\$1,700
10' x 10' CORNER	\$2,000
10' x 10' END CAP	\$2,300
15' x 10' STANDARD	\$2,550
15' x 10' CORNER	\$2,850
20' x 10' STANDARD	\$3,000
20' x 10' CORNER	\$3,200
20' x 10' END CAP	\$3,800

Permits and Additional Fees

The City of Albuquerque and the State of New Mexico require specific documentation to operate at Balloon Fiesta. Fees for such permits will be payable to either AIBF or directly to the permitting entity. Required documents may include City of Albuquerque Business Registration, Fire Inspection Permit, Temporary Food Permit, and State of New Mexico Taxation and Revenue Registration.

Additional certification is required for any Artisan selling food and consumable items as outlined in the City of Albuquerque Environmental Health Department Information included herein.

Payment Deadline

If an Artisan Agreement is awarded, required paperwork and payment is due by June 15. If paperwork and/or payment is not received by June 15, per the Agreement, AIBF shall have the right to declare the Agreement terminated and retain any monies paid. If payment and/or paperwork is received and accepted after the June 15 deadline, a late fee of 15% of the total booth cost will be incurred. 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 via email stating the reason for cancellation.

For Artisans who are selected to participate but cancel by July 31, AIBF will issue a refund of the booth fee, minus a 50% cancellation fee. Booth fees will not be refunded after July 31 for any accepted Artisan.

Artisans who cancel by way of nonpayment by payment plan deadlines will not receive any refund.

Returned Payments

Any returned or NSF payment will incur a \$40.00 fee. All payments thereafter must be made with certified funds (money order, cashier's check, cash, or credit card).

GENERAL INFORMATION, RULES, RESTRICTIONS, REGULATIONS, AND GUIDELINES

Privacy Policy

As in the normal course of business, when interfacing with the City and State, AIBF provides basic information such as Artisan business name and contact information to facilitate the issuance of permits or services as needed. Your contact information may also be given to any customer who wishes to contact you directly.

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 into your neighbor's space or beyond your booth's defined space limits. This includes no encroachment into 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.

Check-In, Set-Up, and Teardown

Artisans must check in at the Artisan Tent from Wednesday, October 1 through Thursday, October 2, 2025 from 9:00AM 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 2, 2025 will be considered a no show and will forfeit their booth and all payments unless prior arrangements have been made. Artisans must use the north entrance at Gate #4. Check in dates and times are subject to change.

Artisan set-up must be completed no later than 5:00PM, Thursday, October 2, 2025. At that time, Main Street, in front of the Artisan Tent, will close to vehicles. Any vehicle on Main Street after this time and for the duration of Balloon Fiesta will be towed at the owners' expense.

Be considerate to those around you. Don't block Main Street, entryways, aiseways, or neighboring areas. Artisans are responsible for keeping their booth space and the area immediately surrounding their space in a neat and clean condition.

You may begin cleaning up and tearing down your booth space at 11:00AM on Sunday, October 12, 2025. All artisan owned structures must be completely removed no later than 4:00PM on Sunday, October 12, 2025. Any structures remaining beyond that time may be removed and scrapped by Balloon Fiesta personnel. Leaving early, failing to complete the check-out process, and/or not leaving your booth space as clean as you found it may jeopardize any future Balloon Fiesta participation.

Booth Planning

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

Artisans must furnish 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.

Due to 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.

Backstock and display items should be kept up off the ground and covered when possible. It may be beneficial to store backstock items in something other than cardboard boxes, such as plastic bins.

Storage containers, boxes, backstock, etc. must be concealed.

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

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.

Artisans are responsible for furnishing their own food and beverages. If you choose 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.

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 seem to arrive earlier and earlier for parking each year. There is no specific traffic lane for artisans, so plan your arrival to the park accordingly.

The minimum required hours of operations for artisans are 5:30AM through 11:00AM for morning sessions and 4:00PM through 8:30PM for evening sessions, though the tent may remain open all day on double session days, from 5:30AM to 8:30PM, depending on staffing and willingness of Artisans. Booth hours are subject to change based on the business needs of the Artisans as a whole.

Morning sessions are held each of the nine days of Balloon Fiesta. Evening sessions are held on the first Saturday, the first Sunday, Thursday, Friday, and the second Saturday of Balloon Fiesta. There are no evening sessions on Monday, Tuesday, or Wednesday.

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

First Aid and Event Safety

Event 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.

Overnight security in the Artisan tent will be provided, however each artist exhibits at their own risk. Artisans should staff their booth until the last customer leaves and the tent doors close. We recommend covering the front of your booth when you leave at night.

Change/Bank Facilities/ATMs

ATMs are located on Main Street. There are no other banking facilities or change available on the grounds.

Event Updates

The status of Balloon Fiesta sessions will be available on the Balloon Fiesta website and Official Balloon Fiesta App.

Storage Units or Trailers

If you wish to place a storage unit or trailer at Balloon Fiesta Park, a request must be submitted to AIBF. A limited number of overnight storage permits are available, and each request will be reviewed on an individual basis. Requests are not a guarantee of permission. If an overnight storage permit is granted, applicable permit fees will be invoiced. Unauthorized units will be towed. Vehicles over 60' are prohibited.

If you require overnight storage of a vehicle or trailer onsite during the set-up period only, please contact the Artisan Manager for arrangements prior to arrival on site. Vehicles left overnight without prior authorization are subject to towing at the owner's expense.

Approved Product Regulations

The types of products that Artisans wish to sell are subject to approval by AIBF and you may be asked to provide images of inventory for review and approval.

Any products not falling in the category in which accepted or not listed within the Artisan Agreement or "Exhibit A" may not be sold during Balloon Fiesta unless proposed changes in product mix are submitted in writing to AIBF and subsequently approved in writing by AIBF before the commencement of Balloon Fiesta. AIBF reserves

the right to ask Artisans to remove items not listed on Exhibit A, have been misrepresented or do not reflect the quality and nature of the work juried, were not selected by the jury, are found to be otherwise inappropriate items, or not authorized for sale by Artisan at Balloon Fiesta. Balloon Fiesta is a family event and any products that are deemed offensive may, at the sole discretion of AIBF, be prohibited. If modifying inventory is possible, you may find it helpful to have item(s) 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 Artisan Agreement or this Handbook, violators may be subject to immediate removal from Balloon Fiesta Park. In the event an Artisan is asked to leave, refunds will not be given. AIBF reserves the right to remove an Artist without refunding fees.

All work exhibited must be original work, created by the artist, and the artist must be present during the entire show. No representatives/agents may replace the artist.

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

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
- Manufactured or imported goods
- Photos/photocopies of artwork
- Posters
- 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, non-alcoholic Sparkling Beverages, packaged non-alcoholic Still Beverages, Bottled water, Isotonic Beverages, Energy Brands and Protein and Recovery drinks other than those obtained from Coca-Cola’s onsite commissary
- Fluid milk and/or cultured dairy products unless:
 - Those products are purchased from DFA Dairy Brands
 - Concessionaire has received written authorization from AIBF at the time the Concession Agreement is executed
- Sportswear that refers to, is suggestive of, or connotes Hot Air Balloons, Gas Balloons, and/or New Mexico Theme or any theme related thereto (e.g. 1972, Balloon Festival, ABQ, Albuquerque, or Balloon Fiesta themes)
- Baseball style caps that refer to, is suggestive of, or connotes Hot Air Balloons, Gas Balloons, and/or New Mexico Theme or any theme related thereto (e.g. 1972, Balloon Festival, ABQ, Albuquerque, or Balloon Fiesta themes)
- Any item that refers to, is suggestive of, or connotes 1972, Balloon Festival, Balloon Fiesta, Painted Horizons or “53rd” themes
- Jackets
- Glow products (toys or novelty items that illuminate by means of LED, fiber optics, or chemicals)
- Calendars
- Posters
- Balloon rides
- Official AIBF merchandise, including programs and official products (without a separate agreement from AIBF)

- Weapons (including knives over 4” blade length), any item that may be used as a projectile, or one that is deemed dangerous by Public Safety personnel
- Religious or political paraphernalia
- Any products not specifically approved in your 2025 AIBF Agreement and/or Price List/Exhibit A

License and AIBF Trademarks

No items bearing the trademarks, names, or logos of AIBF shall be manufactured or sold without prior written authorization from AIBF. The words “OFFICIAL” or “LICENSED” may not be used on products or signage of any kind bearing any AIBF trademark, name or logo, unless such branded merchandise is authorized through a written license from AIBF, with appropriate fees prepaid in full. Any willful misrepresentation, falsification, or counterfeit merchandise will be cause for immediate termination of this Agreement and closure or removal of the Artisan’s business from Balloon Fiesta Park.

The following is a partial list of AIBF trademarks, which may change without notice from time to time:

Albuquerque International Balloon Fiesta®	Mass Ascension™	Balloon 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™	Twilight Twinkle Glow™	

Prohibited Practices

The following are strictly prohibited:

- Booth sharing
- Sub-leasing of 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
- 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 teardown. If you have older children with you, do not allow them to wander the grounds unsupervised.

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. AIBF reserves the right to determine appropriateness.

Sound and Scents

Operation of sound equipment, sound movies, bullhorns, televisions, radios, music, or creation of any scents, etc. shall not be permitted when AIBF, in its sole discretion, determines such conduct 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 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 artisans. This includes all sign lighting. 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 outside of your contracted booth space.

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 is prohibited.

Cashless Purchasing Option

All Artisans are required to offer a cashless purchasing option such as credit cards, etc. Cash payments may also be accepted.

Shipping of Goods

If you plan to ship goods or items to AIBF for use prior to or during the event, you must contact the Artisan Manager prior to arranging any shipments. Shipments that have not been pre-arranged will be refused. AIBF is not responsible for lost or refused shipments. Storage fees may apply.

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

By city ordinance, smoking is prohibited within Balloon Fiesta Park.

Camping, Lodging, Motor Homes, and RVs

Sleeping and/or staying overnight in any parking lot or concession area is strictly prohibited. A limited number of RV spaces will be held for accepted Artisans. All Artisan RV spaces are dry camping with no electrical or water connections.

Tips and Hints for a Healthy Balloon Fiesta

The City of Albuquerque ranges in altitude from 5,000 ft to over 10,000 ft elevation, with Balloon Fiesta Park being approximately 5,073 feet above sea level; anything over 4,000 feet is considered high altitude.

Altitude Sickness occurs when you cannot get enough oxygen from the air at high altitudes. This can cause symptoms such as headache, dizziness, nausea, vomiting, fatigue and loss of energy, shortness of breath, trouble sleeping, and loss of appetite.

- Drink lots of liquids – preferable water – to help replenish your fluids. If you are “thirsty” you are already getting dehydrated
- Try not overexert yourself the first day or two of your arrival
- Limit alcohol consumption. The altitude in Albuquerque increases alcohol’s effect
- Apply a broad-spectrum sunscreen (SPF 15 or higher)
- Using lip balm can help protect dry, chapped lips
- Using lotion can help prevent moisture from escaping your body and skin
- Wear appropriate eye protection to protect your eyes from sun and wind
- Dress in layers. Weather can be chilly in the early morning but can warm up quickly in the afternoons
- It may be handy to carry a flashlight for early mornings or evenings
- Take note of where you park your vehicle at Balloon Fiesta Park. Your surroundings can look very different in the dark vs. daylight

PARKING AND ADMISSIONS

Parking and Admission

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)
- (2) All Session Admission Passes (or an equivalent number of single session passes)

Passes will not be replaced if lost or stolen. Count passes carefully when they are issued at check-in and keep them in a secure location for the duration of Balloon Fiesta. Additional parking and admission passes may be purchased at face value if available. Pass type and quantity are subject to change based on the determination of AIBF. The resale of parking and admission passes is strictly prohibited.

Parking passes are good for one vehicle in one space, regardless of the parking area. All session parking passes are valid for each session during Balloon Fiesta. Single session parking passes are valid for only one single

session. Personnel should be provided with adequate parking and admission passes prior to their arrival at Balloon Fiesta Park, otherwise applicable fees will be assessed. Parking passes must be visibly displayed in the vehicle at all times while on the premises; Do not park the vehicle and remove the pass. Vehicles parked improperly or failing to display valid permits will be towed at the owner's expense. There is no dedicated lane of traffic for Artisans, so please plan arrival accordingly to attempt to avoid being stuck in traffic. Passes are required for all vehicles entering the Park during the set-up process as well as during the event.

Concession Parking is available with a "C" Pass and is located east of Main Street and north of the Main Street Stage. "C" Parking is limited and is first come first served. Refer to the pass for entrance times, routes, and directions. All persons within a vehicle parking in "C" Parking will gain admission with no admission pass required

General Parking is available with an "F" Pass or single session parking pass and is located in various areas. Refer to the pass for entrance times, routes, and directions. All persons within a vehicle parking in General Parking must use an admission pass to gain entrance to Balloon Fiesta Park at any walk-through gate.

Any personnel entering the park through general admission gates will be subject to walk through metal detectors, bag searches, and other screenings in use. There will be express metal detector lanes for those without 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.

Overnight parking in any Balloon Fiesta parking area is prohibited without proper authorization. Staying overnight in any concession area is strictly prohibited.

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. Event Safety, Police, FBI, Homeland Security, etc. reserve the right to inspect any vehicle.

UTILITY REGULATIONS

Inspections

Artisan Navigators will conduct an internal inspection for each booth space. Be sure the configuration of your extension cords, power strips, lights, etc. is easily viewable. If you have questions regarding electricity, ask before you set up. Please be patient and understanding, as this is necessary to comply with City requirements and to promote 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 failing to comply with inspection processes or code requirements will be subject to immediate closure until compliance is achieved. Inspectors will be present throughout Balloon Fiesta to ensure compliance.

Environmental Health Regulations

All Artisans selling food and consumable items must also refer to the City of Albuquerque Environmental Health Department Information included herein.

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.

Electrical Requirements

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 may be available for purchase 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 other Artisans without a specific agreement with the Artisan affected. "Stealing" power may be grounds for expulsion from Balloon Fiesta.

The following will be strictly enforced:

- Artisans are responsible to provide all materials necessary to connect to the utility source
- Altering, direct wiring, stacking multiple plugs, or writing on AIBF electrical box 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
- Cord connections must be off the ground. You may use a milk crate or similar to elevate and rest connections
- 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
- The use of generators is strictly prohibited

For electrical issues, questions, or to schedule an electrician, contact an Artisan Navigator. Any electrical work you order will be at your expense and will be billed by AIBF's staff or contracted electrician.

Refuse and Recycling

Refuse and recycling must be disposed of in designated receptacles only. Dumpsters are located behind Concession Row. Disposing of waste of any kind on the ground or in public trash barrels is prohibited. When necessary, a fine of up to \$500 per occurrence may be imposed and could be grounds for immediate closure, suspension of permits, citation and or/removal from Balloon Fiesta and may jeopardize future Balloon Fiesta participation.

Portable Toilets

AIBF will supply portable toilets in the utility area behind the artisan tent for use.

Internet Service

The artisan tent will have shared Wi-Fi access for all participating Artisans.

INSURANCE REQUIREMENTS

Artisans are required to provide insurance certificates for each coverage as listed below no later than August 15. Insurance must be provided as certificates and neither insurance policies nor insurance cards will be accepted. Artisans are not permitted to check in or begin set up until all insurance certificates have been received. AIBF will provide specific information regarding dates and named additional insureds for each policy.

General/Product and Premises Liability 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.

Workers' Compensation Insurance

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. Artisan shall provide AIBF one of the following:

- A) a certificate of such insurance with stated amounts thereof
- OR
- B) 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 Artisan Manager if a Workers' Compensation Verification Addendum is needed.

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 per person/ \$300,000 per accident, for each motor vehicle Artisan uses at Balloon Fiesta Park.

GROSS RECEIPTS AND CASH REGISTER REQUIREMENTS

Gross Receipt Data

Gross receipt data is a mandatory requirement for all Artisans at Balloon Fiesta. Failure to submit Gross Receipt Data to AIBF may jeopardize future Balloon Fiesta participation.

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 #). All accepted Artisans must obtain a GRT ID if they do not already have one.

Gross Receipt Taxes are a business matter 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 an electronic cash register or similar machine (Square/iPad, etc.) for all sales. Artisans may be required to submit register "z tapes" or a sales report with gross receipt reports daily.

CITY OF ALBUQUERQUE ENVIRONMENTAL HEALTH DEPARTMENT INFORMATION

The following is information provided by the City of Albuquerque Environmental Health Department and is intended to assist Commercial Food Concessions in saving time and ensuring a safe and enjoyable Balloon Fiesta for everyone. **You are required to review the following information if you are planning to sell any food or consumable items at the Albuquerque International Balloon Fiesta.** For questions or concerns regarding the following 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: 505-768-2738 | Fax: 505-768-2716

REQUIRED FOOD SAFETY TRAINING

Anyone issued a Temporary Food Permit for participation in Balloon Fiesta, the Person in Charge will be required to be a Certified Food Protection Manager or have a valid Food Handler Card. Food employees must be trained on basic food safety by the Person in Charge or be in possession of a food handler card. Each booth shall be responsible for keeping and providing training records to EHD staff upon inspection.

TEMPORARY FOOD PERMITS AND INSPECTION REPORTS

Permit Type	Foods Allowed	Fees
Temporary Food Prepackaged	Prepackaged foods only, no sampling	\$25
Temporary Food *Limited Preparation	Limited Preparation and Prepackaged Foods	\$35
Temporary Food **Advanced Preparation	Advanced and Limited Preparation and Prepackaged Foods	\$50
Temporary Mobile	Mobile Food Establishments from outside of NM	\$100

*LIMITED PREPARATION: Food preparation that is restricted to assemble-serve and reheat-serve.

(A) Limited Preparation includes steaming, boiling, or roasting hot dogs or corn; preparing beverages that are for immediate service, in response to an individual consumer order, portioning and hot or cold holding of commercially packaged bulk or single service food.

(B) Limited Preparation does not include cooling of cooked TCS Food, cutting of fresh fruits or vegetables that become TCS once cut, for same day use, or on-premises cooking and hot holding of TCS foods for later use.

**ADVANCED PREPARATION: Food preparation with multi-step handling of raw or precooked ingredients including but not limited to the cooking, cooling, or re-heating of TCS Food for holding or immediate service, or where significant risk factors contributing to foodborne illness may occur as determined by the Enforcement Authority.

DEFINITION: TCS or TIME/TEMPERATURE CONTROL FOR SAFETY FOOD is food that requires time or temperature control for safety to limit pathogenic microorganism growth or toxin formation; or as otherwise defined in the Food Code.

Applying for a Permit

For information on how to apply please visit cabq.gov/tempfood

Additional Documentation for Out of State Vendors

So that participating concessionaires can be properly vetted, the following is required for any concessionaire coming from a jurisdiction outside of the City of Albuquerque:

- Copy of current health permit from local jurisdiction
- Copy of most recent health inspection report (within the past year)
 - If it is a mobile food unit, a copy for both the mobile unit and commissary will be required

- Receipts and invoices verifying food items are from an approved source may be required
- Additional documentation as requested

Issuance of Permits

Permits will be issued to individual Concessionaires at the Mandatory Food Concessionaire Meeting on Friday, October 3, 2025.

Once issued, your health inspection permit and any other permit required by COA agencies must be prominently displayed for the public to see, specifically in the front part of your booth and readily visible to the public.

Inspections

Pre-Inspections with a food safety class will occur on the Friday before Balloon Fiesta, following the Mandatory Food Concessionaire Meeting, at your booth. You will be required to sign up for a time slot and have as many employees as possible present at this inspection and class. 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 and outline the items that must be corrected to pass inspection the following day. An unsatisfactory inspection (score between 65 and 74) at any time during Balloon Fiesta will result in a red sticker placed prominently at your booth. Your booth will be required to close if an imminent health hazard is identified (no clean water, inability to sanitize, inability to refrigerate, etc.) or you receive an inspection score of 64 or lower.

Each booth is subject to inspection at any time throughout the event and inspections will not be scheduled ahead of time.

BOOTH CONSTRUCTION REQUIREMENTS

Materials

All materials must be fire retardant and/or sprayed with fire retardant chemicals.

Floors

If flooring is used in food concession booths, all floors shall be composed of fire-resistant and easy to clean materials. No carpeting, cardboard, AstroTurf, 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

When food is exposed or accessible to the public there must be a barrier to prevent contamination of the food. 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.

ALBUQUERQUE REGULATIONS

The City of Albuquerque Food Service and Retail Ordinance (FSO) adopts the 2022 FDA Food Code. Additional requirements are laid out in the Rules of the FSO. Both can be located on the EHD website at <https://www.cabq.gov/environmentalhealth/food-safety/food-safety-ordinance>.

Compliance

Immediate corrective action on any identified deficiencies by the EHD is expected and enforced. Failure to comply with food safety concerns will result in suspension of temporary food permit(s) and removal from Balloon Fiesta. The same rules are applicable to restaurant facilities that participate in temporary events.

Prohibited Menu Items

Foods containing cannabis, raw/uncooked seafood, or raw/uncooked shellfish are prohibited.

EHD may restrict the sale of some menu items based upon equipment availability and operational conditions to maintain food safety and protect the public.

TEMPORARY FOOD VENDOR GENERAL FOOD SAFETY

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.

Time and Temperature Control for Safety Foods (TCS)

Time and Temperature Control for Safety foods, or TCS foods, are foods that are commonly associated with food borne illnesses due to their ability to grow bacteria. Typical TCS Foods are meats, poultry, fish, cream fillings, cheese, eggs, rice, potatoes, cooked pastas, vegetables, and beans. Keeping these foods away from the temperature danger zone (41°F to 135°F) can reduce the potential of a food borne illness. Cooking shall follow the times and temperatures as set forth in the 2022 FDA Food Code for the particular food item. Reheating should be to 165°F, hot holding food temperatures should be kept at 135°F or higher; cold holding food temperatures should be kept at 41°F or lower. These temperatures are not to be confused with refrigeration settings.

Time and Temperature Control for Safety food is not allowed to be thawed at room temperature. Thawing is only permitted using refrigeration, under cold running water, or in a microwave if it is cooked immediately.

Time as a Public Health Control

If you are planning to use time as a public health control, instead of temperature; you must have written procedures and keep logs. You must receive approval from EHD prior to use of time as a public health control. Please contact the main office for more information, we can provide templates for use during the event.

Food and Beverage - Approved Source

All food shall be from a commercially permitted facility. Milk, milk products, and egg products must be pasteurized. Eggs are not required to be pasteurized but must be graded. Only pasteurized eggs may be pooled for future use.

All food preparation and storage must occur in a facility that has been inspected and approved by EHD or equivalent agency. If any food preparation or storage will occur outside of the temporary booth, that location must be disclosed as the commissary.

USDA Requirements

All meat/poultry/eggs/catfish must be from a Federally inspected source. Any Concessionaire bringing meat/poultry/eggs/catfish across state lines must be Federally inspected by USDA to do so.

Selling breakfast burritos that contain meat and were obtained from a third party? Make sure that third party source is approved by USDA prior to distribution of that product.

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, and the public.

All food and drinks shall be stored a minimum of six inches off the ground or floor and covered to protect against contamination, inclement weather, and spills.

Prevention of Cross Contamination

Foods must be stored in accordance with the hierarchy of minimum cook temperatures as stated in the 2022 FDA Food Code (Ready to Eat Foods>Fish>Beef>Pork>Ratites>Ground Meat>Poultry).

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 or single service items/articles.

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. 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. The ice chest must have a thermometer when TCS food items are being stored. Food must never be in direct contact with 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.

Sanitizer

Sanitizer must be changed as needed and the appropriate test strips must be available to monitor concentrations for inspections and throughout operating hours.

Sanitizer solution shall be kept at the proper concentration, temperature, and for the duration listed by the manufacturer. Wiping cloth towels shall be kept in the sanitizer bucket at all times.

Sanitizing Equipment and Three Compartment Sinks

A three-compartment sink set up is required for all food concessions serving open food (including samples). The correct dishwashing procedure is SCRAPE any loose debris into a waste bin, WASH in soapy water, RINSE in clear water, SANITIZE by letting the dish soak in the sanitizing solution, then AIR dry food utensils and equipment. Sanitizer must be tested with appropriate test strips and be at the correct temperature.

Thermometers

Cold holding and hot holding units must be equipped with thermometers, and logs must be kept for review during inspection. Probe thermometers must be available for testing food items.

Hand Washing Facilities

If not equipped with a plumbed handwashing sink, 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. No food preparation or service may begin until handwashing stations are functioning.

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. Employees handling currency should wash hands prior to working with food or handling ready to eat food.

All employees must wear clean clothing and keep all hair, including facial hair, effectively restrained by a hairnet, hat, bun, beard guard, etc.

Food employees may not wear jewelry on hands, wrists, or exposed body parts. The only exception is a plain ring such as a wedding band. False fingernails and nail polish are prohibited, unless wearing gloves.

Employees who are ill are prohibited from working with food.

Eating, drinking, smoking, and sleeping are prohibited within food concession booths.

Employee drink containers must prevent hand to mouth contact by having a lid and straw or a handle. Personal food items must be stored in a designated area 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 pests in the preparation and service areas. Pest control devices and chemicals must be approved for use in a commercial kitchen. Do not spray booth while food is open or exposed to chemical contamination from spraying.

REQUIRED FORMS

All potential Artisans must complete and submit required forms in the online application. The following described forms can be found at the end of the Handbook.

Exhibit A

All potential Artisans must complete Exhibit A and upload it in the online application. Exhibit A must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta. If you are selected to participate at Balloon Fiesta, the Exhibit A will become a part of your agreement and only those items listed on the Exhibit A will be permitted to be sold at Balloon Fiesta.

Handbook Acknowledgement Form

All potential Artisans must complete the Handbook Acknowledgement Form and upload it in the online application.

2025 ARTISAN HANDBOOK ACKNOWLEDGEMENT FORM

By completing this acknowledgement form and signing below, I certify that I have received, read, and understand the Artisan Handbook issued by Albuquerque International Balloon Fiesta, Inc. 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.

ARTISAN BOOTH NAME

ARTISAN PRINTED NAME

ARTISAN SIGNATURE

DATE