



2025 CONCESSION HANDBOOK

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

The Concession Handbook has been written for informational purposes and contains pertinent rules, regulations, requirements, and guidelines that govern the operations of the Albuquerque International Balloon Fiesta. It is the responsibility of each Concessionaire to understand and follow policies and procedures. **Please read the entire handbook carefully.** This handbook is subject to change. Concessionaires who are accepted will receive notification of any changes. The final handbook must be kept in the booth for reference.

TABLE OF CONTENTS

Deadlines and Important Dates/Times	3
Application Process and Guidelines	3
Pricing, Payment, and Cancellation Guidelines	4
Space Pricing	4
General Information, Rules, Restrictions, Regulations, and Guidelines	5
Privacy Policy	5
Space Size and Boundaries	5
Utility Service Corridor	5
Check-In, Set-Up, and Teardown	6
Tent Requirements	6
Booth Planning	7
Gate Hours and Required Hours of Operation	7
First Aid and Event Safety	7
Change/Bank Facilities/ATMs	7
Event Updates	7
Deliveries	8
Storage Units or Trailers	8
Golf Carts	8
Approved Product Regulations	8
Prohibited Products	8
License and AIBF Trademarks	9
Prohibited Practices	9
Conduct, Dress, Décor, and Merchandise	9
Mascots	9
Sound and Scents	10
Signage	10
Cashless Purchasing Option	10
Shipping of Goods	10
Pets	10
Smoking	10
Camping, Lodging, Motor Homes, and RVs	10
Tips and Hints for a Healthy Balloon Fiesta	11
Parking and Admission	11
Utility Regulations	12
Inspections	12
Environmental Health Regulations	12
Mandatory Fire Codes	12
Commercial Food Concessions Mobile Food Units	14
Electrical Requirements	14
Propane	15
Fresh Water/Gray Water	15
Grease	15
Refuse and Recycling	15
Ice	15
Portable Toilets	15
Internet Service	15
Insurance Requirements	16
Gross Receipts and Cash Register Requirements	17
City of Albuquerque Environmental Health Department Information	17
Required Food Safety Training	17
Temporary Food Permits and Inspection Reports	17
Booth Construction Requirements	18
Albuquerque Regulations	19
Temporary Food Vendor General Food Safety	19
Required Forms	21
Exhibit A	22
2025 Concession Handbook Acknowledgement Form	23

DEADLINES AND IMPORTANT DATES/TIMES

Deadlines

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

Check In/Set Up/Tear Down Information

Anticipated Check In and Set Up (<i>subject to change</i>):	September 22 – October 2, 2025
Inspections	October 1 – 3, 2025
Main Street Closure to Vehicles at 5:00PM:	October 2, 2025
Tear Down:	October 12 – 14, 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 for Merchandise or Commercial Food Concessions

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

Selection of Concessionaires

Applications must include all required information and deposit; incomplete applications will not be accepted or considered. Concession applications are considered unique to each individual or business and any changes in ownership of businesses will require submission of a new application. All rights or privileges conveyed pursuant to an AIBF Concession Agreement are nontransferable.

Balloon Fiesta strives to maintain a product mix that best suits the needs of its guests and all applications are reviewed accordingly. The number of applications received generally exceeds the number of spaces available, thus the awarding of concession agreements will be based on product mix and the perceived ability of a concession to perform within the constraints of the event. Our event is a family event and AIBF reserves the right to prohibit any product. We will endeavor to minimize repetition of competing products whenever possible, however there are no exclusive rights granted to Concessionaires other than those outlined within the Handbook, Exhibit B of the Agreement, 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

Spaces are sold by 10' frontage and are minimum 40' deep. Additional fees for premium locations may apply.

Merchandise Concessions:

Size	Fee	Deposit
10' frontage STANDARD	\$4,000	\$400
20' frontage STANDARD	\$8,000	\$900
30' frontage STANDARD	\$12,000	\$1,400
40' frontage STANDARD	\$16,000	\$1,900
20' frontage CORNER	\$12,000	\$1,400
30' frontage CORNER	\$16,000	\$1,900
40' frontage CORNER	\$20,000	\$2,400
20' frontage STAGE/BRICK WALKWAY CORNER	\$13,000	\$1,400
30' frontage STAGE/BRICK WALKWAY CORNER	\$17,000	\$2,400
40' frontage STAGE/BRICK WALKWAY CORNER	\$21,000	\$2,900

Commercial Food Concessions:

Size	Fee	Deposit
10' frontage STANDARD	\$4,500	\$400
20' frontage STANDARD	\$9,000	\$900
30' frontage STANDARD	\$13,500	\$1,400
40' frontage STANDARD	\$18,000	\$1,900
20' frontage CORNER	\$13,500	\$1,400
30' frontage CORNER	\$18,000	\$1,900
40' frontage CORNER	\$22,500	\$2,400
20' frontage STAGE/BRICK WALKWAY CORNER	\$14,500	\$1,400
30' frontage STAGE/BRICK WALKWAY CORNER	\$19,000	\$2,400
40' frontage STAGE/BRICK WALKWAY CORNER	\$23,500	\$2,900

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 Commercial Food Concessions as outlined in the City of Albuquerque Environmental Health Department Information included herein.

Payment Deadline

If a Concession 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%.

Standby List

Concessionaires not selected to participate will automatically remain on the "Standby List" until a space becomes available. If no space becomes available, deposit refunds will be issued in November. If a Concessionaire wishes to opt off the "Standby List", they may request a deposit refund in writing via email. Deposit refunds will be issued within four weeks of AIBF's receipt of the written deposit refund request.

Cancellations/Refunds

A Concessionaire desiring to cancel their Agreement must do so in writing via email stating the reason for cancellation.

For Concessionaires who are selected to participate but cancel by June 15, AIBF will issue a booth deposit refund, minus a 50% cancellation fee. Deposits will not be refunded after June 15 for any accepted Concessionaire.

For Concessionaires 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 Concessionaire.

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

Returned Payments

Any returned or NSF payments will incur a \$40.00 fee. All payments thereafter must be made with certified funds (money order, cashier's check, cash, 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 Concessionaire business name and contact information to facilitate the issuance of permits or services as needed. 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, all sites measure precisely 10' frontage and are a minimum of 40' deep. Sites 25 to 144 are approximately 40' deep; Sites 1 to 24 and 145 to 176 are between 50' and 60' deep. All boundaries are marked.

No awnings, tents, tanks, hitches, overhangs, lighting, signs, countertops, umbrellas, tables, racks, shelving, product, etc. may extend beyond space boundaries. No encroachment is allowed into neighboring spaces, including Main Street, walkways, fire lanes, utility service corridor, or beyond the booth's defined space limits.

Concessions located at corner spaces may be asked to alter business operations at times so that lines are not impeding the flow of an ingress to/egress from the park.

Concessionaires agree they shall not do anything by reason of operation or behavior that will injure, endanger, or impede adjacent concessions/Concessionaires, displays, agents of AIBF, or guests of Balloon Fiesta.

Utility Service Corridor

The only items permitted in the utility corridor are portable toilets, propane tanks, gray water tanks, grease receptacles and ice machines. Placement of other items within the utility service corridor may be considered on a case-by-case basis. Any unapproved objects placed in the utility corridor will be removed at Concessionaire's expense.

Concessionaires are permitted to place a paracord or bungee cord and signage stating "Authorized Personnel Only" at the opening on the fire lane fencing to keep guests out of the utility corridor. Cords placed at the openings must have slack in them and require less than 15lbs of force to be removed.

Fire Lane

The Fire Lane to the east of the booth space will be strictly monitored and must be obeyed at all times. Delivery and loading is permitted from the Fire Lane from 3:30AM to 5:00AM and 11:00AM to 3:00PM. Parking in and/or leaving a vehicle unattended in the fire lane is strictly prohibited and any unattended vehicles left in the fire lane may be ticketed and towed at the owner's expense.

Space numbers on fire lane fencing are required by the Fire Marshal. Any banners placed on the fire lane must not cover space numbers or any other sign or notation. Banners obstructing signs or notations will be removed. Space numbers for the front of the booth are also required by the Fire Marshal and will be provided. These numbers must be placed in a visible location at the front of the booth.

Check-In, Set-Up, and Teardown

Concessionaires must check in at the on-site concession office, located mid-field, behind concession space #85, prior to any set up process. Check in will be available Monday through Friday, from 9:00AM to 4:00PM, beginning Monday, September 22 through Thursday, October 2, 2025. Once the initial check in process is complete, Concessionaires may set up from 7:00AM to 6:00PM daily. Any Concessionaire 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. Concessionaires must use the north entrance at Gate #4. Check in dates and times are subject to change.

Concessionaire set-up must be completed no later than 5:00PM, Thursday, October 2, 2025. At that time, Main Street, the west side of booth spaces, 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, or neighboring areas. Washing and cleaning equipment during set up and teardown is strictly prohibited, as is allowing water to run into neighboring booths or areas. Concessions using smoking and cooking devices must have sufficient ventilation, as smoke billowing into neighboring booths will not be tolerated. Concessionaires are responsible for keeping their booth space and the area immediately surrounding their space in a neat and clean condition. Concessionaires are responsible for any damage that may occur to the surface of the asphalt/millings. To avoid fees associated with such damage, bring any pre-existing damage to the attention of AIBF personnel or representatives. Failure to comply may jeopardize future participation.

Clean up and tear down may begin at 11:00AM on Sunday, October 12, 2025. All Concessionaire structures must be completely removed no later than 4:00PM, Tuesday, October 14, 2025. Any structures remaining beyond that date (without prior approval from the Concession Manager) may be removed and scrapped by Balloon Fiesta personnel. Leaving early and/or not leaving the booth space as clean as it was found may jeopardize any future Balloon Fiesta participation.

Tent Requirements

For those concessions using tents, only white "pagoda" style tents with high, conical peaks are permitted at Balloon Fiesta Park. AIBF reserves the right to reject any inadequate tents and/or anchoring and to require their removal from Balloon Fiesta Park.

The pictures below are examples of the required tent style.



Tents should be the appropriate size to fit the booth space to whatever depth you wish to use, and most Concessionaires opt to have walls on all sides so the tent can be closed and secured when the concession is not operating. It is highly recommended that you have adequate lighting both inside and outside your tent.

All tents MUST be bonded and grounded. All tent material shall meet IFC Section 2404.2, NFPA 701, or CPAI84.

One-inch diameter metal stakes may be driven into the asphalt to secure tents. No digging whatsoever is permitted, including in the asphalt or the gravel utility corridor. Any damage to millings/asphalt must be repaired upon removal of tents and structures. If damage is not repaired, additional fees may apply.

Pricing and information for this year's AIBF preferred tent company will be provided upon acceptance, though you may utilize any tent company you choose. All tent companies must agree to specific guidelines prior to gaining access to Balloon Fiesta Park for any set up/removal process. Any tent company other than AIBF's preferred tent company may not begin tent set up until Monday, September 15, 2025; Concessionaires should schedule check in and set up accordingly. All outside tent company structures must be removed no later than Friday, October 17, 2025.

Booth Planning

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

Concessionaires must furnish their own tent, display equipment, tables, chairs, lighting, etc.

Plan your space so that guests can step into your booth space and out of traffic flow.

Concessionaires are responsible for keeping their booth space and the area immediately surrounding their space in a neat and clean condition.

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.

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 concessionaires, so plan your arrival to the park accordingly.

The minimum required hours of operation for concessions are 5:30AM to 11:00AM for morning sessions, and 4:00PM to 8:30PM for evening sessions. Staffing from 11:00AM to 4:00PM is at your discretion.

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 concessions 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.

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.

Deliveries

Any concession desiring to have service/supply companies access Balloon Fiesta Park must request a Service Vehicle/Delivery Pass. Requests will be reviewed on an individual basis. If approved, passes will be available for purchase at face value. A Service Vehicle/Delivery Pass permits deliveries via the Fire Lane to the rear of concessions from 3:30AM to 5:00AM and from 11:00AM to 3:00PM each day. Delivery vehicles must depart Balloon Fiesta Park as soon as deliveries are accomplished. Unattended vehicles in the fire lane will be cited and towed at Concessionaire's expense. Concessionaires must notify suppliers of the delivery policy. If you wish to deliver something personally to your own booth, you must abide by the same delivery rules.

Storage Units or Trailers

A storage unit or trailer may be placed within the confines of your concession space for no additional fee. If you wish to place a storage unit or trailer elsewhere 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.

It is intended to have a "shortcut" available for quicker restocking access to the overnight storage parking area. Gate 11 will be available from 4:00AM to 8:00AM and from 4:00PM to 8:00PM. To utilize Gate 11 during this period, you will need to approach the gate and wait patiently for the Event Safety personnel assigned to that post to open the gate. All persons entering and exiting through Gate 11 must have an admission ticket with them to gain access back into the Park.

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

Golf Carts

If you wish to use a golf cart on the premises during Balloon Fiesta, a request must be submitted to AIBF. A limited number of golf cart permits are available, and each request will be reviewed on an individual basis. Requests are not a guarantee of permission. If permission to use a golf cart is granted, applicable rental and permit fee will be invoiced. Unauthorized golf carts/vehicles will be towed.

Approved Product Regulations

The types of products that Concessionaires 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 listed within the Concession 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 Concessionaires to remove items that are not listed on Exhibit A, have been misrepresented, or are found to be otherwise inappropriate items or not authorized for sale by Concessionaire 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 Concession Agreement or this Handbook, violators may be subject to immediate removal from Balloon Fiesta Park. In the event a Concessionaire is asked to leave, refunds will not be given. AIBF reserves the right to remove a Concessionaire without refunding fees.

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 Concessionaire’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.

Mascots

Mascots may be permitted with prior authorization only. Contact the Concession Manager for details.

Sound and Scents

Operation of sound equipment, sound movies, bullhorns, televisions, radios, music, 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

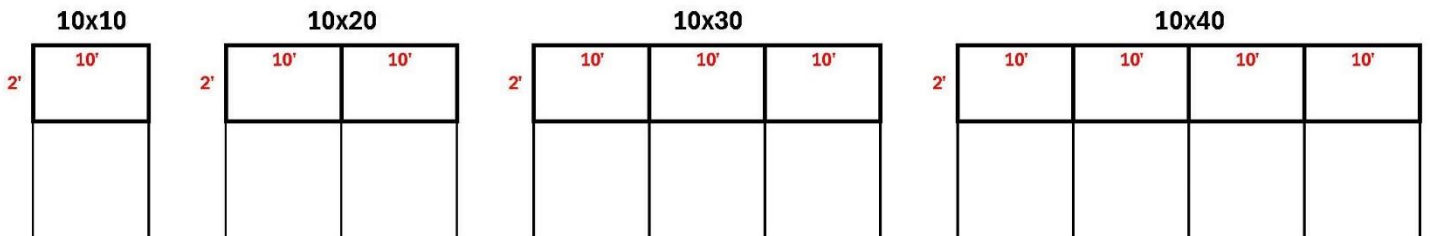
Concessionaires are required to provide and display their own sign denoting booth name. All signs must be professional in appearance and professionally produced; handwritten or hand-painted signs are not permitted. Signs must be proportionate to booth size, be located within the confines of your booth space, and may not block the view of neighboring concessions. This includes all sign lighting. "AIBF reserves the right to determine the appropriateness of all signage.

You may not advertise or distribute information about anything other than those products/services that are specifically approved and indicated on your product list/Exhibit A, nor are you permitted to promote products/services outside of your contracted booth space.

Concessionaires may display only one company’s signage per space. Absolutely no signage may be displayed outside of your contracted space. Drawing or marking on Main Street is prohibited.

If you plan to use a banner as your signage, it’s best if you rent banner frames with your tent order. Banners should be sized accordingly for the space you are awarded so the banner fits the poles properly. (e.g. a 10’ frontage banner should be 10’ long x 2’ tall, a 20’ frontage banners should be 20’ long x 2’ tall, and so forth) and be in 10’ increments, with grommets on all four sides, not just the corners. Wind slits” in banners are highly recommended.

The drawings below are examples of banner sizing.



Cashless Purchasing Option

All Concessions 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 Concession 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 Concessionaires. All Concessionaire 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 to 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 10’ of frontage, Concessionaires will receive:

- (1) Concession Parking “C” Pass
- (4) General Parking “F” Passes (or an equivalent number of single session passes)
- (4) All Session Admission Passes (or an equivalent number of single session passes)

Passes will not be replaced if lost or stolen. Count 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 Concessionaires, 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

City and State entities including Fire Marshal, LP Gas Bureau, Environmental Health, and Electrical will conduct inspections in the week leading up to and throughout Balloon Fiesta.

No concession may open for business until all necessary inspections have been completed and passed. Any concession failing to comply with inspection processes or code requirements will be subject to immediate closure until compliance is achieved. Inspectors will be present throughout Balloon Fiesta to ensure compliance.

Environmental Health Regulations

All Commercial Food Concessionaires selling food and consumable items must also refer to the City of Albuquerque Environmental Health Department Information contained herein.

Mandatory Fire Codes

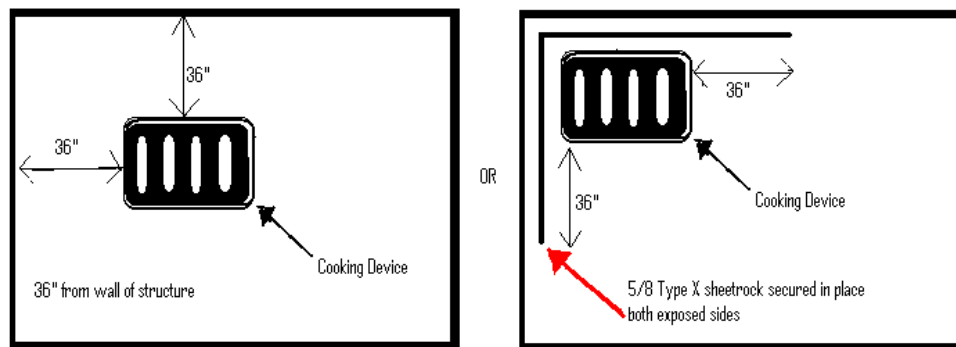
General Fire Safety

1. Every tent, booth, structure, concession vehicle area or section, shall have available at least one (1) hand-held fire extinguisher with a minimum rating of 2A:10BC. Such extinguisher shall be currently inspected and be tagged showing its annual servicing.
2. Sidewalls, drops, and tops of all tents, canopies, and temporary membrane structures shall meet NFPA 701 certified fire-retardant construction as per section 2404.2 of the IFC. No other type of canopy/tent will be allowed.
3. Vegetation, straw, hay, wood chips, bark, or other similar combustible materials shall not be used as flooring material cover in any vendor, display, or assembly area.
4. Decorative material shall be of non-combustible type or shall be made "Flame Retardant" in accordance with the fire code.
5. Firebreaks that are erected in each row of tents or structures shall be kept free of any materials(s) at all times.
6. Fire lanes shall be kept clear of vehicles during hours of operation, except for delivery times 3:30AM to 5:00AM and 11:00AM to 3:00PM. No exceptions.
7. Parking of motor vehicles or anything with an internal combustion engine shall not be closer than twenty (20) feet to any tent, booth or structure. NOTE: Vehicles may be used for storage only if the vehicle is not moved or the engine is not started for the duration of the event. Vehicles are not to be located within the tent. Fuel tanks shall be sealed, be no more than ¼ tank full, or hold no more than five (5) gallons. One battery cable shall be disconnected. Concrete barriers will be placed behind concession row after the first day of the Balloon Fiesta in order protect propane tanks that may seal in any parked vehicles used for storage purposes.
8. "No Smoking" signs shall be posted inside of each booth and on the rear exterior area of the tent. Employees shall not smoke in the back of Concession Row. Smoking is not allowed any closer to Concession Row than the east side of the fire lane.
9. Only approved and listed UL, FM, or NRTL minimum 14-gauge three wire extension cords will be allowed to be used. Frayed, broken, cracked, or taped insulation will not be acceptable. Multi-plug adapters shall not be used, but "power strips" with their own circuit breaker may be used. The ampacity of the extension cord shall not be less than the rated capacity of the portable appliance supplied by the cord.

Fire Codes, Cooking, and L.P. Gas (Propane)

NOTE: All items for preceding section also apply

1. The use of propane gas on Concession Row will be allowed. There shall be No Smoking in the area between temporary structure and jersey barriers and within twenty (20) feet of propane tanks behind Concession Row.
2. Any area used for cooking of products that produce grease-laden vapors shall meet the minimum extinguisher requirement for each booth or space of a currently inspected and tagged 2A:10BC Dry Chemical Fire Extinguisher. In addition, a currently inspected and tagged "Type K" Wet Chemical Extinguisher shall be available in the cooking area.
3. L.P. gas supply shall be handled by certified L.P. gas personnel only. Supplier shall provide a one hundred twenty-four (124) gallon maximum capacity tank for each food concession. Connections may manifold to supply additional cooking or heating devices within that particular stand if in compliance with NFPA 58, and chapter 38 of IFC. No independent, privately owned tanks shall be in use, except on auxiliary units, such as approved L.P. gas tent heaters. Balloon Fiesta Management shall be responsible for arranging proper placement of tanks. Refilling of tanks shall only be done during non-event hours.
4. L.P. gas shall be shut off at the supply during times when tent is not occupied.
5. Any hose used to pipe L.P. gas to a device shall be UL or FM listed specifically for L.P. gas service. All couplings, fittings, and any other devices shall meet the requirements for L.P. gas service as outlined in the International Fuel Gas Code, NFPA 58 and NFPA 54, or be deemed unapproved and removed from service.
6. All cooking appliances shall be listed and approved. All deep-frying shall be conducted in a listed and approved deep fryer.
7. All appliances used in food booths must have an accessible shut-off valve near the appliance that can be easily closed in case of emergency.
8. Gas burning equipment in enclosed areas shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used in such a manner that no portion of the tent or structure is within twelve (12) inches of the flue or vent.
9. A minimum clear space of three 36 inches shall be maintained between any cooking device and combustible material(s). Exception: 5/8 type X sheetrock installed between cooking device and combustible material. Sheetrock shall extend a minimum of 36 inches past the sides of the cooking device and a minimum of thirty-six 36 inches above the heated surface of the device.



10. The owner or operator shall check the L.P. gas, devices or appliance upon "setting up" and then whenever changes, adjustments or refills occur. This can be done by spraying soapy water on valves, fittings, etc.
11. Toxic, explosives or flammable gases shall not be permitted in any booth or tent. Flammable liquids shall not be used at any time.
12. All concessions shall submit a tent floor plan for approval by the Albuquerque Fire Marshal's Office.
13. All mobile food concessions shall have a current valid permit from the Albuquerque Fire Marshal's Office PRIOR to the event.
14. All mobile food concessions utilizing a Hood Suppression System (if cooking with grease) must have proof of inspection within the past six months.

The above requirements are excerpts of the City of Albuquerque Fire Code, Ordinance 0-2012-029, and are LAW. The City of Albuquerque has adopted the fire code into ordinance 0-2012-029 for the Albuquerque Fire Department to prescribe minimum standards regulating conditions hazardous to life and property from fire and

explosion within the city. Albuquerque Fire Department Fire Marshal's Office shall contact and inspect all occupancies (buildings, Businesses, facilities, tents, booths, temporary membrane structures, etc.) to determine compliance with the requirements of the Fire Code. Failure to comply with these guidelines will result in the citing, closure or removal of the operation from the Balloon Fiesta site by authorities.

Commercial Food Concessions Mobile Food Units

Any Commercial Food Concession utilizing a mobile food unit must provide all unit permits and documentation from their local jurisdiction.

Electrical Requirements

Each 10' frontage will have two standard 20-amp, 120-volt duplex sockets and two 50-amp, 240-volt sockets of the four prong "RV" style. AIBF concession utilities are ready for cord and cap connected (plug-in) equipment.

If awarded a Concession Agreement, you will be required to work with the power available within the confines of the space awarded in your Agreement. Be sure that the total amperage and wattage of all electrical appliances to be used in your booth does not exceed the supplied electricity. All connections must meet building and safety code standards. All City of Albuquerque electrical guidelines must be followed. Under no circumstances may you "borrow" power from other Concessionaires without a specific agreement with the Concessionaire affected. "Stealing" power may be grounds for expulsion from Balloon Fiesta.

The following will be strictly enforced:

- Concessionaires are responsible to provide all materials necessary to connect to the utility source
- Altering, direct wiring, stacking multiple plugs, or writing on AIBF electrical 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 the on-site concession office. Any electrical work you order will be at your expense and will be billed by AIBF's staff or contracted electrician.

Propane

If propane is to be used, AIBF will work with the selected propane supplier to provide up to one propane tank per booth where requested. Concessionaires will be charged directly for set up/connection fees, labor, necessary materials, additional tanks/set up fees, and propane. Due to City and/or State regulations, privately-owned tanks may not be used at Balloon Fiesta Park. Please review requirements in your City of Albuquerque Fire Permit/Tent Application. Negligent acts and omissions can result in fire legal liability.

Fresh Water/Gray Water

Hose bibs for water are available near the rear of your concession space in the utility corridor. Concessionaires are responsible for furnishing no less than 5/8" food grade hoses as well as anti-siphon devices to connect to the water source. Food grade hoses may be available at local RV supply stores. AIBF reserves the right to disconnect and remove leaky hoses.

If a gray water tank is needed, Balloon Fiesta will provide one tank per booth where requested; Additional tanks may be available for a fee. Gray water must be disposed of properly and in your designated receptacles. Under no circumstances may you "borrow" gray water tanks from other Concessionaires without a specific agreement from the affected Concessionaire. Gray water tank pumping is not an on-demand service and is only offered once per day (following the morning sessions).

Recurring water issues, disposing of water on the ground, or water running outside of your booth space will not be tolerated. 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.

To schedule a plumber or for hose bib issues, contact the on-site concession office. Any plumbing work you order will be at your expense and will be billed by AIBF's staff or contracted plumbing service.

Grease

Grease must be disposed of in designated receptacles only. Shared grease receptacles are located behind concession spaces in the utility corridors. Additional receptacles may be available for an additional fee. Only grease may be disposed of in grease receptacles.

Disposing of waste of any kind on the ground or in improper receptacles 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.

Refuse and Recycling

Refuse and recycling must be disposed of in designated receptacles only. Dumpsters are located behind Concession Row. Boxes that have been broken down and placed neatly behind your booth will be picked up for recycling. Boxes that have not been flattened will not be picked up. You are ultimately responsible for your own refuse and recycling.

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.

Ice

AIBF will provide contact information for the ice supplier selected to support Balloon Fiesta. If you choose to order ice, you are required to use this supplier.

Portable Toilets

AIBF will provide contact information for the portable toilet supplier selected to support Balloon Fiesta. If you choose to order a portable toilet, you are required to use this supplier.

Internet Service

AIBF will provide information for the supplier selected to support Balloon Fiesta.

INSURANCE REQUIREMENTS

Concessionaires 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. Concessionaires 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.

Merchandise Concessions

General/Product and Premises Liability Insurance

Merchandise 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.

Workers' Compensation Insurance

Merchandise Concessionaire 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. Concessionaire 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

Contact the Concession Manager if a Workers' Compensation Verification Addendum is needed.

Automobile Insurance

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.

Commercial Food Concessions

General/Product and Premises Liability Insurance

Commercial Food 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/ \$3,000,000 aggregate.

Workers' Compensation Insurance

Commercial Food Concessionaire 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. Concessionaire 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

Contact the Concession Manager if a Workers' Compensation Verification Addendum is needed.

Automobile Insurance

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.

GROSS RECEIPTS AND CASH REGISTER REQUIREMENTS

Gross Receipt Data

Gross receipt data is a mandatory requirement for all Concessions 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 Concessionaires 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 Concessionaires must use an electronic cash register or similar machine (Square/iPad, etc.) for all sales. Concessionaires 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 Concessionaires 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 Concessionaires 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 Concessionaires must complete the Handbook Acknowledgement Form and upload it in the online application.

2025 CONCESSION HANDBOOK ACKNOWLEDGEMENT FORM

By completing this acknowledgement form and signing below, I certify that I have received, read, and understand the Concession 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.

CONCESSION BOOTH NAME

CONCESSIONAIRE PRINTED NAME

CONCESSIONAIRE SIGNATURE

DATE