



# Artisans AT BALLOON FIESTA®

## 2016 ARTISANS HANDBOOK



*The World's Premier Balloon Event*

505-821-1000 Phone

888-422-7277

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[www.balloonfiesta.com](http://www.balloonfiesta.com)

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## Important Artisans Dates to Remember

### Deadlines

Artisans Jury Applications Due in AIBF office:	March 15 <sup>th</sup> , 2016
Acceptance by Balloon Fiesta emailed to Artisan:	April 1 <sup>st</sup> , 2016
Final Artisans Application Due in AIBF office:	June 1 <sup>st</sup> , 2016
Artisans Payment due in AIBF office:	June 1 <sup>st</sup> , 2016
<i>(Includes city fees, Business Registration, Space fee and Deposit)</i>	

Cancellation Deadlines to Receive Refunds:	
Deposit Refund.....	August 14 <sup>th</sup> , 2016
City Licenses & Fees.....	August 14 <sup>th</sup> , 2016
Final Payment Refund.....	August 14 <sup>th</sup> , 2016

Insurance certificates to AIBF	September 1 <sup>st</sup> , 2016
<i>(Please see page 14 for requirements)</i>	

### Set-up Dates and Times

Balloon Fiesta Artisan Check-in Begins:	Wednesday, September 28 <sup>th</sup> , 2016
<i>(9:00am-12:00 &amp; 1:00pm-4:00pm)</i>	
Last Day for Check-in & Set-up completion:	Thursday, September 29 <sup>th</sup> , 2016
Main Street Closure to vehicles at 5pm:	Thursday, September 29 <sup>th</sup> , 2016
Clean up and Check out Completion:	Sunday, October 9 <sup>th</sup> , 2016
<i>(11:00 a.m. to 4 pm on October 9<sup>th</sup>, 2016)</i>	

### Gate Hours

Gates open for guests (General Public)

Morning Sessions	4:30AM
Evening Sessions	3:00PM



*The World's Premier Balloon Event*

### **Balloon Fiesta Address / Phone**

Albuquerque International Balloon Fiesta®  
Balloon Fiesta Park  
5000 Balloon Fiesta Parkway NE  
Albuquerque, NM 87113  
(888) 422-7277 or (505) 821-1000

**This handbook has been written for YOUR information and contains pertinent rules and regulations that govern the operations of the Balloon Fiesta and Artisans at balloon Fiesta. The Artisans at Balloon Fiesta tent is located on the NORTH end of Balloon Fiesta's MAIN STREET.**

## Schedule of Events for 2016

### Saturday October 1

#### Morning Session

- 6:00 Dawn Patrol Show, *presented by Route 66 Casino Hotel*
- 6:30 Morning Glow
- 6:45 Opening Ceremonies
- 7:00 Mass Ascension, *presented by Canon*
- 8:30 AIBF Chainsaw Carving Invitational until 11:30 am

#### Evening Session

- 1:30 AIBF Chainsaw Carving Invitational until 5 pm
- 2:00 America's Challenge Gas Balloon Race Inflation
- 5:45 Twilight Twinkle Glow™
- 6:00 America's Challenge Gas Balloon Race Launch
- 8:00 AfterGlow™ Fireworks Show, *presented in part by the Albuquerque Journal*

### Sunday October 2

#### Morning Session

- 6:00 Dawn Patrol Show, *presented by Route 66 Casino Hotel*
- 6:30 Morning Glow
- 7:00 Mass Ascension
- 8:30 AIBF Chainsaw Carving Invitational until 11:30 am
- 9:00 Fiesta of Wheels Car Show
- 11:00 Balloon Fiesta Pin Trading (Group Tour Tent)

#### Evening Session

- 1:30 AIBF Chainsaw Carving Invitational until 5 pm
- 5:45 Balloon Glow
- 8:00 AfterGlow™ Fireworks Show, *presented in part by the Albuquerque Journal*

### Monday October 3

#### Morning Session

- 6:00 Dawn Patrol
- 7:00 Balloons Launch
- 8:00 Flying Competition
- 8:00 AIBF Chainsaw Carving Demonstrations until 11 am

#### Evening Session

No events

## Schedule of Events for 2016

### **Tuesday October 4 - PEPSI DAY**

#### **Morning Session**

- 6:00** Dawn Patrol
- 7:00** Balloons Launch
- 8:00** Flying Competition
- 8:00** AIBF Chainsaw Carving Demonstrations until 11 am

#### **Evening Session**

**No events**

### **Wednesday October 5**

#### **Morning Session**

- 6:00** Dawn Patrol Show, *presented by Route 66 Casino Hotel*
- 6:30** Morning Glow
- 7:00** Flight of the Nations Mass Ascension
- 8:00** Competition Flying Begins
- 8:30** AIBF Chainsaw Carving Demonstrations until 11:30 am

#### **Evening Session**

**No events**

### **Thursday October 6 - Kid's Day**

#### **Morning Session**

- 5:45** Dawn Patrol
- 7:00** Special Shape Rodeo™
- 8:00** Flying Competition begins
- 8:30** AIBF Chainsaw Carving Invitational until 11:30 am

#### **Evening Session**

- 1:30** AIBF Chainsaw Carving Invitational until 5 pm
- 6:00** Special Shape Glowdeo™
- 8:00** AfterGlow™ Fireworks Show, *presented in part by the Albuquerque Journal*

## Schedule of Events for 2016

### Friday October 7

#### Morning Session

- 6:00 Dawn Patrol
- 7:00 Special Shape Rodeo™
- 8:00 Competition Flying Begins
- 8:30 AIBF Chainsaw Carving Invitational until 11:30 am

#### Evening Session

- 1:30 AIBF Chainsaw Carving Invitational until 5 pm
- 6:00 Special Shape Glowdeo™
- 7:30 Laser Light Show
- 8:00 AfterGlow™ Fireworks Show, *presented in part by the Albuquerque Journal*

### Saturday October 8

#### Morning Session

- 6:00 Dawn Patrol Show, *presented by Route 66 Casino Hotel*
- 6:30 Morning Glow
- 7:00 Mass Ascension, *presented by Canon*
- 8:30 AIBF Chainsaw Carving Invitational until 11:30 am
- 11:00 Balloon Fiesta Pin Trading (Group Tour Tent north end of Main Street)

#### Evening Session

- 1:00 Music Fiesta™
- 1:30 AIBF Chainsaw Carving Invitational until 5 pm
- 6:00 Night Magic™ Glow *presented by Canon*
- 8:00 AfterGlow™ Fireworks Show, *presented in part by the Albuquerque Journal*

### Sunday October 9

#### Morning Session

- 6:00 Dawn Patrol Show, *presented by Route 66 Casino Hotel*
- 6:30 Morning Glow
- 7:00 Farewell Mass Ascension
- 8:30 AIBF Chainsaw Carving Q&A until 11 am

\* AfterGlow™ times may change due to field and weather conditions

*AfterGlow™ fireworks shows will begin as soon as the Launch Field is clear of balloons, thus the starting times are approximate and subject to change without notice. Additionally, local police will modify traffic flows to utilize all traffic lanes as outbound traffic only at the conclusion of each Glow event. If you want to watch the AfterGlow™ Fireworks Shows from the Park, plan to arrive at the Park in time for that evening's Glow Event.*

## Application Guidelines

**Application Process-** If you wish to be considered for an Artisans booth space, your Jury application packet must be in the AIBF office no later than 5:00 PM on Tuesday, March 15<sup>th</sup>, 2016. If accepted to AIBF after Jury Selection, your final Application must be completed and submitted no later than 5 PM on Wednesday, June 1<sup>st</sup>, 2016.

Your application packet must include all of the required information. If your application packet does not include all of the required information it will be considered incomplete and returned to the applicant. **Incomplete application packets will not be accepted.**

**Cancellations / Deposit Refunds-** Deposit (*Admin Fee*) refunds for Artisans will be returned by November 30, 2016.

*Deposit refunds will be paid in November for Artisans who have turned in ALL paperwork on time, made all payments on time, cleaned their booth spaces, followed AIBF rules, and provided their gross receipts paperwork daily.*

**Selection of Artisans-** the Balloon Fiesta strives to maintain a product mix that best suits the needs of its guests. All applications are reviewed accordingly during the Jury process. Generally, the number of applications received exceeds the number of spaces available, thus the awarding of artisan agreements will be based on product mix and the perceived ability of an artisan to perform within the constraints of the event. Our event is a family event and Albuquerque International Balloon Fiesta Inc. (AIBF) reserves the right to disallow any product. We will endeavor to minimize repetition of competing products whenever possible in order for all of our artisans to do well, however, **there are no exclusive rights granted to Artisans.** Only the glow product concessionaire and official sponsors have exclusive rights.

Our objectives include high performance standards and the promotion of a safe and fun event for everyone. The policies and procedures set forth in this handbook are designed to maintain order and facilitate appropriate activities surrounding our event. All regulations will be strictly enforced and your cooperation is mandatory.

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

**Payment Deadline-** If selected by the jury committee to participate in Artisans at Balloon Fiesta, the balance of your fees including the Booth Fees, Administrative deposit (\$100.00), Albuquerque City Business License (\$35.00) if required, Food Permit Fee (\$25) if required, will be due in the AIBF offices by **June 1<sup>st</sup>, 2016 before 5:00PM** or your contract may be cancelled and your deposit forfeited.

*Payment plans are available but include an added processing fee up to 3%*

**Returned Payments-** Any payment that is received by AIBF and returned by the bank for any reason will incur a \$40.00 fee. All monies after the returned payment must be paid for with certified funds (money order, or cashier's check) only.

## **General Rules and Regulations**

**Required Hours of Operation-** The minimum required hours of operation when your booth must be open for business are **5:00AM through 11:00AM** for morning sessions; for evening sessions you must be open from **3:30PM through 8:30PM**. For the 2016 Event we are requesting booths be open **5:00 am to 8:30 pm** on Saturday, October 8<sup>th</sup> for Music Fiesta™. Your booth must be open for the required hours. Booth hours may change based on the business needs of the Artisans as a whole.

*If your booth is found closed during the required hours, a fee of \$500.00 will be imposed and you may not be allowed to return the following year. No FEE will be imposed if AIBF declares a Safety Concern and closes the tent.*

**Privacy Policy-** As a normal course of business in interfacing with the City and State, AIBF provides basic information such as Artisans business name and contact information to facilitate the issuance of Business Registration Certificates, Fire Inspections, Health Inspections and the like. In addition, this same information is provided to vendors who offer concessionaire services such as propane, telephone service, concessionaire supply services, etc. Your contact information may also be given to any customer who wishes to contact you directly. You may request that your contact information not be given to anyone other than governmental agencies to whom disclosure is required. To opt-out, simply address a letter with your Artisans name and personal signature to the Artisans office at the Balloon Fiesta offices with your request to not provide your information to customers or vendors for the current year.

**Space Size-** Due to the nature of the facilities available, all booths are precisely measured - 10x10, and 10x20. No awnings, displays, decorations, or other appendages may extend beyond these boundaries.

**No encroachment is allowed into your neighbor's space or beyond the defined space limits into the utility service areas or into the walkways. The only items that will be allowed in the walkway behind the Artisans tent is the equipment needed by AIBF to operate and maintain the Artisans Tent.**



**City Fees-** AIBF will again facilitate obtaining Business License, Fire Inspections and Temporary Food Permits from the City of Albuquerque, as required, for each artisan. AIBF will collect the fees and provide information/forms to aid the artisans in accomplishing these tasks.

**Gross Receipts Taxes-** NM Taxation Representatives will provide documentation and forms for your use. They will be available for Artisans who have not already established a CRS number with the State. These are business matters between you and the State and you are solely responsible for these taxes. *AIBF does not collect Gross Receipt Taxes nor provide Gross Receipt information to the State of New Mexico concerning your operation.*

**Portable Toilets-** AIBF will supply chemical toilets in the utility area behind the Artisans Tent for Artisans' use. These toilets will be locked and you will need to acquire the combination code from the Artisans Manager or an Artisan Navigator.

## **Restrictions**

**Restrictions-** Operation of sound equipment, sound movies, bullhorns, televisions, radios, etc. shall not be permitted when AIBF, in its sole discretion, determines such operation is obnoxious or encroaches upon the rights of others. Equipment or displays causing excessive noise will not be permitted.

AIBF reserves the right to ask artisans to remove exhibits that have been misrepresented, not selected by the jury committee, or are found to be manufactured or imported goods. In the event an Artisan is required to leave, refunds will not be given.

Due to safety and liability issues, we ask that you not bring children under the age of 10 with you to the show, or set up, or tear down. If you have older children with you, do not allow them to wander the tent or the grounds unsupervised.

No dogs allowed at Balloon Fiesta Park unless they are service dogs.

Each Artisan agrees that he shall not do anything by reason of operation or behavior that will injure, endanger, or impede adjacent booths, displays, employees and volunteers of AIBF, or Balloon Fiesta guests.

No distribution of pamphlets samples and/or other printed material is permitted outside your designated space at Balloon Fiesta Park. Hawking and/or sales outside your space are prohibited.

**Sale, Distribution, or Display of the Following items is strictly Prohibited:**

- Alcoholic Beverages
- Baseball Caps, Visors
- Glow Products
- AIBF Programs and Official Products (w/out separate agreement from AIBF)
- Posters
- Calendars
- Jackets
- Balloon Rides
- Shirts (of any kind- tees, golf, sweats, etc.)
- Sportswear (of any kind)

**The Following Practices are also prohibited:**

- Use of Generators
- Booth Sharing
- Sub-Leasing
- **Parking vehicles or Golf Carts, in gravel utility service area**
- **Blocking Fire Lanes**
- **Operation of vehicles or carts on Main Street or in Park & Ride area after 5 pm Thursday, October 2.**

**AIBF Trademarks:** The following is a partial list of Albuquerque International Balloon Fiesta® trademarks:

**Balloon Fiesta®**  
**The Big One®**  
**Special Shape Rodeo™**  
**Special Shape Glowdeo™**  
**America's Challenge™**  
**New Mexico Challenge™**  
**Night Magic™**  
**After Glow™**  
**Music Fiesta™**  
**Artisans at Balloon Fiesta™**

**License-** No items bearing the names or logos of AIBF shall be manufactured or sold without license from AIBF. The words “OFFICIAL” or “LICENSED” *may not* be used on products or signage of any kind, unless approved and licensed by AIBF and the appropriate fees are prepaid in full.

Any willful misrepresentation or falsification will be cause for revocation of the contract and closure or removal of the business from Balloon Fiesta Park.



## **Artisans Check-In and Breakdown**

**Concession Headquarters-** Located mid-field, (Behind Concession Space #85), east of and directly behind the center beer garden on Main Street on the north side of the Public Safety Building.

**Check-In and Set-up -** Artisans may begin to check in at the Artisans at Balloon Fiesta Tent on **Wednesday, September 28<sup>th</sup>**, during the hours of 9:00 AM to 12:00 PM and from 1:00 PM to 4:00 PM.

You may begin loading into your space on Wednesday, September 28<sup>th</sup> upon completion of check in. (Security in the Artisans Tent will not be provided until Thursday night). You must be in place no later than **5 PM THURSDAY, SEPTEMBER 29<sup>TH</sup>, 2016.**

Anyone who has not checked in by 3:00 PM on Thursday will be considered a NO SHOW and will forfeit their booth, unless **prior** arrangements have been made. (In emergency call 505-821-1000 or 888-422-7277 or email [artisans@balloonfiesta.com](mailto:artisans@balloonfiesta.com) )

At **5pm Thursday, September 29<sup>th</sup>, 2016** Main Street, the west side of Concession Row, will be closed to ALL vehicle traffic. The Thursday, September 29<sup>th</sup> limitation is due to other congestion and last minute preparation at Balloon Fiesta Park.

The Artisans Tent will be secured for the night Thursday, September 29<sup>th</sup>, 2016. The front center entrance will be the only doorway open on Friday, October 2<sup>nd</sup>.

**NO VEHICLES** are allowed on Main Street or near/ at the Artisans Tent on **Friday, September 30<sup>th</sup>, 2016.** Your vehicle will be towed if parked on Main Street or at the Artisans Tent after 5 pm on Thursday, September 29<sup>th</sup> or ANY TIME on Friday, September 30<sup>th</sup>.

Once you are set up, please keep your booth clean. If you have boxes and packing material to throw away, we appreciate it if you would break down boxes and put in a dumpster and NOT in a trashcan. Trash bags will be available to use for packing material, etc. *Thank you!*

**Breakdown-** All Artisan owned structures must be completely removed by **Sunday, October 9<sup>th</sup> by 4 pm.** Any structures remaining may be removed and scrapped by Balloon Fiesta personnel and your Deposit forfeited.

## **Artisan Information**

**Artisan parking-** With the move to the North end of Main Street in 2015 and General Parking closer to the tent, Artisan parking will **only** be in General Parking. We have asked for a designated area in General Parking located behind the Artisan tent. Parking is limited in this area and is First Come - First Serve.

**Storage Units or Trailers** – Contact the Artisans Manager at 505-821-1000 or 888-422-7277 to discuss your requirements if you wish to place a storage unit or trailer on the Park grounds in the Concessions Parking Area. There will be a \$500 fee assessed for parking a storage unit or trailer in the Concessions Parking Area.

Parking for trucks and/ or trucks with trailers is limited in the East Parking Lot and available on a first come, first serve basis. Once it is filled, you must find parking for truck storage off Balloon Fiesta premises.

**First Aid Station-** Located in the Public Safety Building Behind *Concession Space #85*.

**Security-** Police Officers and Security Officers are on the field for your protection. In the event, you cannot locate a security officer when needed, please go to the Public Safety Tower located behind booth space #85 or call 505-821-7300. The Public Safety Building is manned 24 hours a day. **AIBF assumes no liability for damages caused by theft, vandalism, weather conditions, etc.**

**Change/Bank Facilities/ ATM's-** At least one ATM will be located at each end of Main Street and perhaps one in the middle. There are no other banking facilities on the grounds. The nearest bank is located at the corner of Alameda and Jefferson approximately one mile from the Park. **Be sure to have sufficient change on hand.**

**Pets-** Dogs or other pets will not be allowed on the field with the exception of aid dogs for the hearing and visually impaired.

**Lodging, Motor Homes, and RV's-** RV sites are available in our RV area. **No sleeping or staying overnight is allowed on the Launch Field, in parking lots, or concession areas.** Artisans RVs may be parked in Balloon Fiesta RV facilities for the following rates, subject to availability:

**Standard:** \$15.00 per night (this is 50% off the normal price) —Balloon Fiesta South RV Park is dry camping, no electrical hook ups. Water delivery and pump-out service for black and grey water tanks is available for a fee.

*Only one RV per contract will be granted the discounted rate in the Standard RV lot.*

## Electricity

**Electricity** - Each 10x10 booth will have one (1) electrical outlet with a 400-watt limit. A 10x20 booth will have 2 electrical outlets. If **extra** electricity is needed, it can be purchased for a fee and **MUST** be pre-paid.

All of your equipment must meet National Electrical Code Standards. You must have a minimum of 14 gauge grounded extension cords and 14 gauge grounded power strips or heavier. (Most orange extension cords you buy for home use are 16 gauge and not heavy enough for Fire Code requirements for a public event.) Double check your gauge numbers **BEFORE** you come to the event.

**NO** direct wiring to Balloon Fiesta boxes is allowed. All electrical equipment must be UL approved *and* adequate to support the electrical loads that you plan to place on them.

### **HALOGEN LIGHTS**

Due to the safety hazards of Halogen lights, we strongly encourage you **NOT** to use halogen lights.

If you plan to use Halogen lights, please follow these guidelines.

- Exhibits using stem or track mounted halogen lighting must be self-shielded halogen bulbs. If the light bulb breaks, then its outer shield will provide an additional layer of protection.
- Halogen bulb wattage cannot exceed 75 watts
- Only 400 watts of power per 10x10 booth

Under no circumstances may you “borrow” power from your neighbors without a specific agreement with the neighbor affected. You will be required to work with the power available within the confines of the space awarded in your Artisans Agreement.

Additional information about the electrical guidelines is provided at the end of the handbook and will be provided in your acceptance packets as well.



## Passes / Insurance

**Passes-** Parking: *Each Artisan, depending on booth size, will be provided up to the following passes:*

**3 - General parking pass (Weekly) *OR* 2 General parking pass (Weekly) and 14 single session parking passes**

**4 - All Session Admission Passes *OR* 3 All Session Admission Pass and 14 single session admission tickets.**

No extras will be issued and none will be replaced if lost or stolen. ***You may not make copies or give permission slips to attendants at the gates.*** Additional all-session General Parking Passes and all-session admission passes may be purchased for \$50.00 each.

An admission pass must be used to gain entrance to Balloon Fiesta Park by walk through any gate.

**Liability Insurance-** AIBF requires that all Artisans have product/premise liability insurance coverage in the minimum amount of \$1,000,000.00. All Artisans must name *Albuquerque International Balloon Fiesta, Inc. and City of Albuquerque as additional insured.* Please have your insurer provide these certificates to AIBF at the earliest opportunity. Until AIBF has the certificate you will not be permitted to check-in. **The due date for these certificates is September 1<sup>st</sup>, 2016.**

**Automobile Insurance -** All Artisans must also provide a certificate of automobile liability insurance in the minimum amount of \$25,000.00 per person and \$50,000.00 per accident for each vehicle to be used at Balloon Fiesta Park. The certificate must show the insured amounts. *We cannot use "proof of insurance," it must be an original certificate of insurance showing the amounts of your coverage.* You do not have to name AIBF or the City of Albuquerque as additional insured on this certificate. **Direct your insurance company to mail this certificate to AIBF prior to September 1<sup>st</sup>, 2016.**

## **Approved Products/Gross Receipts/ Cash Registers**

**Approved products**—the types of products the Artisan wishes to sell are subject to approval by AIBF. **Any products not listed with the application or contract cannot be sold during Balloon Fiesta unless changes in product mix are submitted in writing to AIBF for approval before the commencement of Balloon Fiesta and are approved in writing by AIBF.** Our event is a family event and any products that may be deemed offensive, at the sole discretion of AIBF, are not allowed.

During the event, AIBF personnel and representatives will make periodic checks on products being sold, if there are any infractions of any sections of the agreement, violators can be subject to immediate removal from Balloon Fiesta Park.

**Gross Receipt Reporting-** Artisans are required to report their gross sales to the Artisans On-site Manager on a daily basis.

Gross receipt reporting forms are provided for this purpose. The forms must be turned in daily. *This data is mandatory requirement for being an Artisan at Balloon Fiesta.* Deposits will not be returned if the Artisans gross receipts forms are not received by close of business each day. AIBF does not collect gross receipt taxes or provide gross receipt information to the State of New Mexico concerning your operation.

Some form of Electronic cash register/ payment is required - Electronic Cash Registers and mobile Point of Sale programs such as Square®, NCR Silver, and others are acceptable forms of electronic payment.

## Artisan Booth Guidelines

An attractive, neat, clean and professional looking booth is expected of all our artisans.

- Plan your booth so guests can step out of traffic flow and into your booth, the aisles of this event do get crowded.
- **Each booth must be fireproof!** All coverings must be NFPA 701 or 702. Commercially produced table skirts and coverings should have a safety code standard on packaging.
- We contract to give you a specific width and depth of the booth not for the height of the booth. Depending on location of your booth, you may not be able to use extensions to raise the height of your booth. If your extension is higher than 8 ft. you must note this on your application.
- Tables must be covered to the floor on all sides.
- Storage bins, boxes, back up product, etc must be concealed
- No music, noise, scents, etc that infringe on other Artisans' rights is allowed.
- No candles, oil lamps, or open flames allowed due to fire code.
- No hay bales, confetti, or similar materials that litter the floor are allowed.
- Artisans are responsible for keeping the floor of their booth clean. Due to liability issues AIBF staff will not enter booths to clean the floor; we will have a couple of brooms available for use if needed.
- Overnight security will be provided for the Artisans tent, but each Artisan is ultimately responsible for their own work. You are responsible for insuring your work. Please staff your booth until the last customer leaves and the tent doors are closed. We recommend covering the front of your booth when you leave at night, however anything left in the tent during the event is at the Artisan's risk.
- Protect your work from the weather. Winds can be gusty and tent walls can flap against a booth. Rains can cause wet floors; so do not leave items on the floor unless it is in a covered plastic tub. Wet floors can cause condensation on the ceiling of the tent and drips may occur.
- Weather can be chilly in the early morning and warm up quickly in the afternoons. We plan to have some heat in the tent, but doors will be open for traffic flow and air circulation, so plan accordingly.





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