



Presented by

Canon

2018 ARTISANS AT BALLOON FIESTA HANDBOOK

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®

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REVISED: NOVEMBER 2017

**THIS HANDBOOK IS SUBJECT TO CHANGE. ARTISANS WHO ARE CONTRACTED
FOR 2018 WILL RECEIVE NOTIFICATION OF ANY CHANGES.**



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INTRODUCTION

The Artisans at Balloon Fiesta Handbook has been written for informational purposes and contains pertinent rules, regulations, requirements, and guidelines that govern the operations of the Albuquerque International Balloon Fiesta. It is the responsibility of each artisan to understand and follow policies and procedures. Please read the entire handbook carefully, as there are several changes from previous years. The final handbook must be kept in the booth for reference. The Artisans at Balloon Fiesta tent is located at the north end of Main Street, next to the 7-Eleven Balloon Discovery Center.

DEADLINES

| | |
|--|------------------|
| Jury Entry and Application Available at BalloonFiesta.com: | January 31, 2018 |
| Jury Entry and Application Due in AIBF office: | March 15, 2018 |
| Jury Decision Notification Sent by Balloon Fiesta: | April 15, 2018 |
| Acceptance Packet and Payment Due to AIBF: | June 1, 2018 |
| Overnight Storage Request Due to AIBF: | August 15, 2018 |
| RV Space Reservation Request Due to AIBF: | August 15, 2018 |
| Insurance Certificates Due to AIBF: | August 15, 2018 |
| Cancellation Deadlines for Refunds: | August 1, 2018 |

CHECK IN/SET UP/CLEAN UP/CHECK OUT DATES AND TIMES

| | |
|---|-----------------------------|
| Artisan Check In: <i>9:30AM – 12:00PM & 1:00PM – 4:00PM</i> | October 3 – October 4, 2018 |
| Internal Electrical Inspections: | October 4 – October 5, 2018 |
| Main Street Closure to Vehicles at 5:00PM: <i>(Any vehicles on Main Street after the closure may be subject to towing)</i> | October 4, 2018 |
| Artisan Clean Up and Check Out: <i>Begin at 11:00AM and complete by 4:00PM</i> | October 14, 2018 |



2018 SCHEDULE OF EVENTS

Saturday, October 6

| | |
|----------------|---|
| 5:45AM | Laser Light Show |
| 6:00AM | Dawn Patrol Show |
| 6:30AM | Morning Glow |
| 6:45AM | Opening Ceremonies |
| 7:00AM | Mass Ascension, <i>presented by Canon</i> |
| 8:30 - 11:30AM | AIBF Chainsaw Carving Invitational |
| 1:30 - 5:00PM | AIBF Chainsaw Carving Invitational |
| 6:00PM | Twilight Twinkle Glow™ |
| 7:45PM | Laser Light Show |
| 8:00PM | AfterGlow™ Fireworks Show* |

Sunday, October 7

| | |
|----------------|---|
| 5:45AM | Laser Light Show |
| 6:00AM | Dawn Patrol Show |
| 6:30AM | Morning Glow |
| 7:00AM | Mass Ascension |
| 8:30 - 11:30AM | AIBF Chainsaw Carving Invitational |
| 9:00AM | Fiesta of Wheels Car Show, located on north end of Launch Field |
| 11:00AM | Balloon Fiesta Pin Trading (Group Tour Tent north end of Main Street) |
| 1:30 - 5:00PM | AIBF Chainsaw Carving Invitational |
| 6:00PM | Balloon Glow |
| 7:45PM | Laser Light Show |
| 8:00PM | AfterGlow™ Fireworks Show* |

Monday, October 8 - Propane day presented by Airgas, an Air Liquide Company

| | |
|----------------|--------------------------------------|
| 5:45AM | Laser Light Show |
| 6:00AM | Dawn Patrol |
| 7:00AM | Balloons Launch from Park |
| 8:00AM | Competition Balloon Flying Begins |
| 8:00 - 11:00AM | AIBF Chainsaw Carving Demonstrations |

Tuesday, October 9 - Coca-Cola Day

| | |
|----------------|--------------------------------------|
| 5:45AM | Laser Light Show |
| 6:00AM | Dawn Patrol |
| 7:00AM | Balloons Launch from Park |
| 8:00AM | Competition Balloon Flying Begins |
| 8:00 - 11:00AM | AIBF Chainsaw Carving Demonstrations |

Wednesday, October 10

| | |
|----------------|--------------------------------------|
| 5:45AM | Laser Light Show |
| 6:00AM | Dawn Patrol Show |
| 6:30AM | Morning Glow |
| 7:00AM | Flight of the Nations Mass Ascension |
| 8:00AM | Competition Balloon Flying Begins |
| 8:30 - 11:00AM | AIBF Chainsaw Carving Demonstrations |

Thursday, October 11 - Kids' Day presented by KOB-TV

| | |
|--------|----------------------|
| 5:45AM | Laser Light Show |
| 6:00AM | Dawn Patrol |
| 7:00AM | Special Shape Rodeo™ |



8:00AM Competition Balloon Flying begins
8:30 - 11:30AM AIBF Chainsaw Carving Invitational
1:30 - 5:00PM AIBF Chainsaw Carving Invitational
6:00PM Special Shape Glowdeo™
7:45PM Laser Light Show
8:00PM AfterGlow™ Fireworks Show*

Friday, October 12

5:45AM Laser Light Show
6:00AM Dawn Patrol
7:00AM Special Shape Rodeo™
8:00AM Competition Balloon Flying begins
8:30 - 11:30AM AIBF Chainsaw Carving Invitational
1:30 - 5:00PM AIBF Chainsaw Carving Invitational
6:00PM Special Shape Glowdeo™
7:45PM Laser Light Show
8:00PM AfterGlow™ Fireworks Show*

Saturday, October 13

5:45AM Laser Light Show
6:00AM Dawn Patrol Show
6:30AM Morning Glow
7:00AM Mass Ascension
8:30 - 11:30AM AIBF Chainsaw Carving Invitational
11:00AM Balloon Fiesta Pin Trading (Group Tour Tent/north end of Main Street)
1:00 - 5:00PM Music Fiesta™

1:30 - 5:00PM AIBF Chainsaw Carving Invitational
6:00PM Night Magic™ Glow *presented by Canon*
7:45PM Laser Light Show
8:00PM AfterGlow™ Fireworks Show*

Sunday, October 14

5:45AM Laser Light Show
6:00AM Dawn Patrol Show
6:30AM Morning Glow
7:00AM Farewell Mass Ascension
8:30 - 1 1:00AM AIBF Chainsaw Carving Q & A

**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.*



JURY ENTRY AND APPLICATION GUIDELINES

Jury Entry and Application Process

If you wish to be considered for Artisans at Balloon Fiesta, your completed jury entry and application packet must be received in the AIBF office no later than March 15, 2018. Applications are available on our website at www.balloonfiesta.com → Contact Us → Concessions/Artisans.

Jury Entry and Application Packets Must Include

- Jury Entry and Application – All fields must be complete
- Exhibit A – Please include descriptions and retail prices for the items you plan to sell at Balloon Fiesta. Be specific! If a contract is issued, it will be assigned on the basis of this price list only, so please be thorough
- One Photo of Artisan Booth – If you do not have a booth image, provide an image of your products grouped for sale. The name of your booth must not appear. Non-returnable
- One Photo Each of Five Different Pieces – Digital images not to exceed 2MB each; printed images must be 8x10 on photo quality paper. Each image must include an image number, title, size of the original piece, type of media, and retail price. The name of your booth must not appear on any of the images or titles. Non-returnable
- Booth Layout Form – Must complete all fields
- Handbook Acknowledgement Form– Must complete all fields
- \$35.00 Jury Fee – A non-refundable jury fee per category must be paid at the time of submission. Checks should be made payable to AIBF
- 2018 Artisan Jury Entry and Application Checklist & Agreement – Must complete all fields

Consideration for Acceptance

In order to be considered for artisan acceptance, your jury entry and application packet must include all required information. If all required information is not included, your application will be considered incomplete and will not be accepted.

Selection of Artisans

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. The number of jury entry and applications received generally exceeds the number of spaces available, thus the awarding of artisan agreements will be based on product mix and the perceived ability of an artisan to perform within the constraints of the event. Our event is a family event and 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 jury entry and 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 jury entry and application. All rights or privileges conveyed pursuant to an AIBF Artisan Agreement are nontransferable.

PAYMENT AND CANCELLATION GUIDELINES

Cancellations/Refunds

An artisan desiring to cancel their Agreement must do so in writing or via email stating the reason for cancellation. Phone calls are not an acceptable cancellation method.

Refunds minus a 10% cancellation fee will be issued to artisans who are selected to participate but cancel prior to August 1, 2018. No fees will be returned after August 1, 2018. Artisans who cancel by way of nonpayment by payment plan deadlines will not receive any refund.

City Fees

Applicable City Fees collected by AIBF will facilitate obtaining Business Registration Certificates, Fire Inspections/Permits and Temporary Food Permits from the City of Albuquerque, as required, for each concessionaire. AIBF will provide information and/or forms to aid concessionaires in accomplishing these tasks.

Payment Deadline

If selected by the jury committee to participate in Artisans at Balloon Fiesta and awarded an agreement, payment in full is due in the AIBF office by June 1, 2018. Payment plans may be discussed upon acceptance, but include a processing fee of up to 5%.

In the event payment is not received on or before agreed upon payment plan due dates, AIBF shall have the right to declare the agreement terminated and retain any monies.

Returned Payments

Any returned or NSF payment will incur a \$40.00 fee. All monies after the returned payment must be paid with certified funds (money order or cashier's check) only.



GENERAL ARTISAN INFORMATION, RULES, RESTRICTIONS, REGULATIONS, AND GUIDELINES

Privacy Policy

As a normal course of business in interfacing with the City and State, AIBF provides basic information such as Artisan business name and contact information to facilitate the issuance of Business Registration Certificates, Fire Inspections, Health Inspections, etc.

In addition, this same information is provided to vendors who offer artisan/concessionaire services such as propane, telephone service, 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 send a letter to the attention of the Concession/Artisan Manager at the AIBF office. Be sure to include your name, artisan booth name, and personal signature with your request.

Space Size

Due to the nature of the facilities available, all booths are precisely measured. No awnings, displays, decorations, lighting, or other appendages may extend beyond these boundaries.

Depending on the location of your booth, you may not be able to use extensions to raise the height. If you have an extension that is higher than 8', please make a note on your application.

Space Boundaries and Encroachment

No encroachment is allowed in to your neighbor's space or beyond your booth's defined space limits. This includes no encroachment in to utility service areas and walkways. Only items that are required by AIBF to operate and maintain the artisan tent are allowed in the utility service area behind the tent.

Each artisan agrees that he shall not do anything by reason of operation or behavior that will injure, endanger, or impede adjacent artisans, displays, agents of AIBF, or Balloon Fiesta guests.

Booth Planning

Artisans must furnish/rent their own display equipment, tables, chairs, etc.

Tables must be covered to the floor on all sides. All coverings must be NFPA 701 or 702. Commercially produced table skirts and coverings should have a safety code standard on packaging.

Plan your space so that guests can step out of traffic flow and into your booth, as the walkway aisles can get crowded.



Due to the nature of the venue, weather can be a factor. Wind may cause tent walls to flap against booths, rain may cause wet floors, condensation and leaks are possible, and drips may occur. Do not leave items on the floor unless they are in a covered plastic container.

Storage containers, boxes, back up product, etc. must be concealed.

Weather can be chilly in the early morning but can warm up quickly in the afternoons. Some type of heat is planned for the tent, but doors will be open for traffic flow and air circulation. Please plan accordingly and dress in layers.

Artisans are responsible to furnish their own food and beverages. If you chose to bring food items, please plan accordingly and have a plastic bin or other protection for your food. Due to the nature of the venue, open food items may attract critters. Concessions will be available on Main Street (outside of the tent) for purchase.

Check In and Set Up

Artisans must check in at the Artisans at Balloon Fiesta tent from Wednesday, October 3, through Thursday, October 4, 2018 during the hours of 9:30AM to 12:00PM and 1:00PM to 4:00PM; the tent will close at 5:00PM each day. Any artisan who has not checked in by 3:00PM on Thursday, October 4, 2018 will be considered a no show and will forfeit their booth and all payments unless prior arrangements have been made.

Due to last minute preparations at Balloon Fiesta Park, all artisans must be in place no later than Thursday, October 4, 2018. At 5:00PM on Thursday, October 4, Main Street, the street in front of the artisan tent, will close to vehicles. No vehicles will be permitted on Main Street after this time.

Though there will be no vehicle access to the tent, you may continue putting finishing touches on your booth on Friday, October 5, 2018. You are welcome to “open” for those people on the field for pilot registration, concessionaires setting up other tents, etc.

Check Out and Clean Up

You may begin cleaning up and tearing down your booth space at 11:00AM on Sunday, October 14, 2018. All artisan owned structures must be completely removed no later than 4:00PM on Sunday, October 14, 2018. Any structures remaining beyond that time may be removed and scrapped by Balloon Fiesta personnel. Failure to complete the check out process and leave your booth space as clean as you found it may jeopardize any future Balloon Fiesta participation.

Gate Hours

Gates open for guests/general public at 4:30AM and 3:00PM. Since crowds for some of our events are in excess of 80,000 people, guests are advised to arrive at the park by 4:00AM and 4:00PM for weekend events. Since there is no specific line of traffic for artisans, please plan your arrival to the park accordingly.



Required Hours of Operation

The artisan tent will be open for business from 5:30AM through 11:00AM for morning sessions and from 4:00PM through 8:30PM for evening sessions. The artisan tent will remain open from 5:30AM through 8:30PM on Saturday, October 13, 2018 for Music Fiesta. Your booth must be open when the artisan tent is open. Booth hours are subject to change based on the business needs of the artisans as a whole.

If your booth is found closed at any time during the required hours of operation, a fee of \$500.00 may be imposed and you may not be allowed to return the following year.

Concession Headquarters

Located mid-field, behind concession space #85.

First Aid

Located mid-field, in the Public Safety Building behind Concession Space #85.

Security

Overnight security in the artisan tent will be provided, however each artist exhibits at his or her own risk. Please staff your booth until the last customer leaves and the tent doors close. We recommend covering the front of your booth when you leave at night. AIBF is not responsible for damage, theft, or loss.

Police and Public Safety Officers are on the field for your protection. In the event you cannot locate a Public Safety officer when needed, please go to the Public Safety Building 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/ATMs

ATMs will be located on Main Street; 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 Balloon Fiesta Park. Be sure to have sufficient change on hand.

Admission and Parking

For each booth, artisans will be provided up to:

- (3) General Parking "F" Passes (or a combination of daily passes)
- (4) All Session Admission Passes (or a combination of daily passes)

Passes will not be replaced if they are lost or stolen. Please count your passes carefully when they are issued at check in and keep them in a secure location for the duration of Balloon Fiesta. Additional All Session General Parking "F" Passes and All Session Admission Passes may be purchased for \$100.00 each while supplies last. Additional Single Session Admission and Single Session Parking Passes may be purchased at face value.



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

Each General Parking “F” Pass is good for only one vehicle in one space. Large vehicles that do not fit in one parking space will require more than one parking pass.

Parking and/or staying overnight in any AIBF parking or concession areas will result in vehicles being towed at your own expense and may jeopardize future Balloon Fiesta participation.

Parking and/or leaving a vehicle unattended in the fire lane is prohibited.

Parking in improper sites and/or failure to display a valid parking permit will result in vehicles being towed at your own expense.

Public Safety, Police, FBI, and Department of Homeland Security reserve the right to inspect vehicles.

Storage Units or Trailers

A storage unit or trailer may be placed within the confines of your concession space for no additional fee; however, overnight parking within an AIBF parking area is prohibited without an onsite overnight storage permit.

In order to park a storage unit/trailer onsite overnight at Balloon Fiesta Park, a request form must be submitted to ABIF by August 15, 2018. Each request will be reviewed on an individual basis. Space for onsite overnight storage is limited. The cost for an overnight storage permit will be: 1’ to 20’ = \$100.00; 20’ to 40’ = \$200.00; 40’ to 60’ = \$300.00; over 60’ is prohibited.

If onsite overnight storage is granted, the following rules and regulations apply:

- Onsite overnight storage fees are due upon receipt
- Permitted onsite overnight storage will be located in the East Parking Lot (parallel to the berm). You must check in with Concession Headquarters prior to parking your storage unit/trailer to obtain your permit and be escorted to the parking location
- Onsite overnight storage spaces cannot be reserved prior to placement and parking
- Valid onsite overnight permits must be displayed in plain view and vehicles must be parked in accordance with AIBF guidelines
- Once the onsite overnight storage area is sold out, you must find storage for trucks and/or trailers off site



- Trailers and/or storage units without a valid onsite overnight storage permit in plain view, parked incorrectly, or elsewhere at Balloon Fiesta Park without permission will be removed at the owner's expense, and may jeopardize any future Balloon Fiesta participation..
- RVs will not be permitted in the onsite overnight storage area
- AIBF reserves the right to limit the number of onsite overnight storage spaces sold to any individual concessionaire or exhibitor
- AIBF is not responsible for damage, theft, or loss

Contact the Concession/Artisan Manager at AIBF for an overnight storage request form.

Mobile App

The Official Albuquerque International Balloon Fiesta Mobile Application in partnership with The Albuquerque Journal has become a handy tool in years past, and we would like to be sure that all concessions/artisans are featured. In addition to many other functions, the mobile app allows guests to conveniently search for food and merchandise using key words. Further, any information that you provide for the mobile app will be given to the field announcers so that they may mention concessions/artisans during their dialogue. Think of it as free promotions throughout the field!

To be included in the Mobile App, the following information is required:

- Booth Name
- Booth Logo– **must be in PNG format**
 - One image, size 1280x768 pixels
 - One image, size 500x500 pixels
- Description of Booth
 - **Limited to 160 characters.** Use this as a commercial or sales pitch for your booth
- Keyword tags for Booth
 - Examples: art, sweaters, coffee, gluten free, healthy options, green chile, inflatables, etc. Use these key words to help guests find what they are looking for at your booth

To be included in the mobile application and the announcer list, all required information must be sent via email to ehahn@balloonfiesta.com by July 1, 2018.

Approved Product Regulations

Types of products artisans wish to sell are subject to approval by AIBF. Any products not listed within the Exhibit A and/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. Balloon Fiesta is a family event and any products that may be deemed offensive, at the sole discretion of AIBF, are not allowed.



If modifying your inventory is at all possible, you may find it helpful to have an item or two that features hot air balloons.

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 may be subject to immediate removal from Balloon Fiesta Park.

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 asked to leave, refunds will not be given.

Prohibited Products

Sales, distribution or display of the following is strictly prohibited:

- Alcoholic beverages
- Shirts & sportswear (of any kind, including tees, golf, sweats, etc.)
- Baseball style caps
- Jackets
- Glow products
- Calendars
- Balloon rides
- Posters
- AIBF programs and official products (without a separate agreement from AIBF)
- Any product not specifically listed and approved in your Balloon Fiesta Agreement Exhibit A

Prohibited Practices

The following are strictly prohibited:

- Use of generators
- Booth sharing
- Sub-leasing
- Use of privately owned propane tanks
- Parking vehicles, trailers, or golf carts in the gravel utility corridor
- Blocking fire lanes
- Vehicles or golf carts on Main Street or in Park & Ride area when crowds are present

Other Exclusions

Official/Exclusive Soft Drink Sponsor

Coca-Cola is Balloon Fiesta's Exclusive Soft Drink Sponsor. No carbonated soft drinks, bottled or canned tea, fruit juices, energy/protein/recovery drinks, water or isotonic sports drinks may be sold at Balloon Fiesta Park unless they are purchased from the Official Soft Drink Sponsor's onsite commissary. Pricing and ordering information will be provided prior to Balloon Fiesta.



Official Coffee Sponsor

New Mexico Pinon Coffee Company is Balloon Fiesta's Official Coffee Sponsor with Exclusive Marketing/Promotional Rights. Other coffee brands may be sold but may not be promoted with signage or banners. No branded or logoed hot beverage cups or iced coffee cups may be used at Balloon Fiesta Park. If you have any questions about the type of beverage cups you plan to use, please contact Spectra or AIBF directly.

Presenting Sponsor/Exclusive Imaging Company

Canon is the Presenting Sponsors as well as the exclusive imaging company, which includes but is not limited to cameras and binoculars. Nothing with a lens may be sold at Balloon Fiesta other than Canon products.

Preferred Primary Grocery/Food Related Items Supplier

Balloon Fiesta's preferred primary supplier of grocery and food related items is Sysco New Mexico. Pricing and ordering information will be provided prior to Balloon Fiesta.

License and AIBF Trademarks

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.

The following is a partial list of AIBF trademarks:

- Albuquerque International Balloon Fiesta®
- Balloon Fiesta®
- The Big One®
- AfterGlow™
- America's Challenge™
- Artisans at Balloon Fiesta™
- New Mexico Challenge™
- Night Magic Glow™
- Special Shape Glowdeo™
- Special Shape Rodeo™
- Twilight Twinkle Glow™

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.



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

Sound and Scents

Operation of sound equipment, sound movies, bullhorns, televisions, radios, music, or any scents, etc. will not be permitted.

Signage

Each artisan booth will receive a sign for their space. If you chose to supply your own sign instead, all signs must be professionally produced; handwritten or hand painted signs are not acceptable. Signs must be professional in appearance, be proportionate to booth size, be located within the confines of your booth space, and may not block the view of neighboring artisans. This includes all sign lighting as well. AIBF reserves the right to determine the appropriateness of all signage.

Signage referencing “sale” or “reduced prices” will be not permitted.

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

Artisans may display only one company’s signage per space.

Shipping of Goods

If you plan to ship any goods or items to Albuquerque International Balloon Fiesta for your use during the event, you MUST contact the Concessions/Artisans Manager prior to arranging any shipments. Shipments that have not been prearranged will be refused. AIBF is not responsible for lost shipments.

Solicitation of Sales

Distribution of printed materials or samples and/or sales of any kind outside of your designated booth space are prohibited.

Hawking, defined as peddling goods excessively, especially by calling out, is prohibited during Balloon Fiesta.

No sales of any kind will be allowed outside of Concessionaire’s booth, except in areas designated by AIBF.

Gambling and Raffles

Raffles and other activities involving money for “chance” are prohibited.



Cleanliness of Booth Space

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

Artisans are responsible for keeping their booth space and the area immediately surrounding their space in a neat and clean condition. Due to liability issues, AIBF staff will not enter booths to clean the floor. There will be a broom available for use if needed. If you have boxes and packing material to throw away, please break down boxes and place them in a dumpster and not in a trashcan.

Pets

Pets are not allowed at Balloon Fiesta Park. Exceptions are granted for service dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability.

Smoking

Smoking is prohibited within Balloon Fiesta Park by city ordinance.

Camping, Lodging, Motor Homes, and RVs

Sleeping and/or staying overnight in any parking lot or concession area is strictly prohibited; however, RV sites are available in designated RV areas. Concessionaires' RVs may be parked in Balloon Fiesta RV facilities for the following rates, subject to availability:

Standard: \$17.50 per night (a savings of 50% off of full price rate). Located in Balloon Fiesta South RV Lot, standard spaces are dry camping with 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 10 feet of concession frontage will be granted the discounted rate.

Premium: \$75.00 per night. Located in Balloon Fiesta South RV Lot, premium spaces provide water and 30 amp electricity hook ups.

VIP: \$90.00 per night. Located adjacent to the launch field, VIP spaces are dry camping with no electrical hook ups, but are within walking distance. Water delivery and pump-out service for black and grey water tanks is available for a fee.

In order to reserve an RV site, a reservation form must be submitted to AIBF by August 15, 2018. Contact the Concession Manager or the RV Manager for more details.

UTILITY REGULATIONS

Inspections

An Artisan Navigator will conduct an internal inspection for each booth space. Be sure the Navigator can easily view the configuration of your extension cords, power strips, lights, etc. Please review and complete the checklist below, and leave the completed form in your



booth for the Navigator. If you have questions regarding electricity, please ask before you set it up. Please be patient and understanding, as this is necessary to comply with city requirements as well as for the safety of all Artisans, AIBF staff, and Guests.

No artisan may open for business until all necessary inspections have been completed and passed. Any artisan that fails to comply with any inspection process or code requirements will be subject to immediate closure until compliance is made. Inspectors will be present throughout Balloon Fiesta to ensure compliance.

Environmental Health Regulations

Artisans selling food/consumable items must refer to the City of Albuquerque Environmental Health Department Add On and the Application for Temporary Food Permit.

Mandatory Fire Codes

Candles, oil lamps, open flames, etc. will not be permitted.

Vegetation, straw, hay, wood chips, bark or other similar combustible materials shall not be used as flooring material cover in any vendor, display, or assembly area.

Decorative material shall be of non-combustible type or shall be made “Flame Retardant” in accordance with the fire code.

All table coverings must be NFPA 701 or 702. Commercially produced table skirts and coverings should have a safety code standard on packaging.

Electricity

Each 10’x10’ and 10’x15’ booth will have one electrical outlet with a 400 watt limit. A 10’x20’ booth will have two electrical outlets. If extra electricity is needed, it can be purchased at an additional charge, but must be pre-paid.

Under no circumstances may you “borrow” power from your neighbor 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 Artisan 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.

The following will be strictly enforced:

- Each artisan is responsible to provide all materials necessary to connect to the utility source
- 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 laid on the ground that are accessible to the public, shall be arranged to minimize tripping hazards and should be covered with a nonconductive material
- Any cord connectors that are laid on the ground shall be listed for wet locations
- 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 3 feet in front and 30 inches around
- Altering, direct wiring, stacking multiple plugs, or writing on any Balloon Fiesta electrical boxes is prohibited
- All 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

Due to safety hazards, we strongly encourage you not to use halogen lights. If you do plan to use halogen lights, please follow these guidelines:

- Exhibits using stem or track mounted halogen lighting must use self-shielded halogen bulbs. If the light bulb breaks, its outer shield will provide an additional layer of protection
- Bulb wattage cannot exceed 75 watts

AIBF will have a staff electrician on site to answer any questions you might have regarding electrical loading.

For electrical issues or to schedule an electrician, contact the an artisan Navigator or the AIBF Field Manager (Janie) at 505-301-1632. Any additional electrical work that you order will be at your expense and will be billed by AIBF’s staff or contracted electrician service.

Refuse

Refuse must be disposed of in designated receptacles only. Dumpsters are located behind Concession Row for solid refuse. Disposing of waste of any kind on the ground or in public trash barrels is prohibited.



Portable Toilets

AIBF will supply chemical toilets in the utility area behind the artisan tent for artisans' use. These toilets will be locked and you will need to acquire the combination code or key from an artisan Navigator.

Internet Service

The artisan tent will have Wi-Fi access. If require Internet connectivity for a cash register or a credit card machine and wish to secure your own Internet access, you may contact Lobo Internet Services at 505-832-4444

INSURANCE REQUIREMENTS

Liability Insurance

Each merchandise concessionaire must provide AIBF with proof of general and product/premises liability insurance coverage in the minimum amount of \$1,000,000.00. Each policy must name *Albuquerque International Balloon Fiesta, Inc., its directors, agents and employees and the City of Albuquerque* as additional insured. In addition, the following statement is required on all insurance certificates: *“The coverage outlined in this certificate of insurance pertains to the insured’s participation as an Artisan at the 2018 Albuquerque International Balloon Fiesta, located at 5000 Balloon Fiesta Parkway NE, Albuquerque, NM 87113, October 6 through October 14, 2018. Albuquerque International Balloon Fiesta, Inc. its directors, agents and employees and the City of Albuquerque are additionally insured.”*

Please have your insurer provide the Certificate of Liability Insurance to AIBF at their earliest opportunity. If you do not have an ongoing liability policy, there are agencies that provide short term insurance; an example that concessionaires have used in the past is K&K Insurance in Indiana (800-553-8368), although there are other short-term liability insurance providers as well. Liability Insurance Certificates are due to AIBF by August 15, 2018. You are not permitted to check in or begin any set up on site until AIBF receives your COI.

Automobile Insurance

Each concessionaire must provide a certificate of automobile insurance or the declarations page of the insurance policy 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 or declarations page must show the insured amounts. We cannot use proof of insurance or an insurance card; it must be a certificate of insurance or the declarations page showing the amounts of your coverage. You do not need to name AIBF or the City of Albuquerque as additional insured. Automobile Insurance certificates/declarations pages are due to AIBF by August 15, 2018. You are not permitted to check in or begin any set up on site until AIBF receives your Auto Insurance info.



GROSS RECEIPTS AND CASH REGISTER REQUIREMENTS

Gross Receipts Forms

Gross receipt data is a mandatory requirement for all artisans at Balloon Fiesta. Forms are provided to each artisan and must be completed and turned in daily. AIBF does not collect gross receipt taxes or provide gross receipt information to the State of New Mexico concerning your operation. Artisans are required to report their gross sales to the Artisans at Balloon Fiesta Navigators.

Gross Receipts Taxes

NM Taxation Representatives will provide documentation and forms 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.

Cash Registers and Gross Receipts Documentation

All artisans must use a cash register or similar machine (Square/iPad, etc.) for all sales. You will be required to submit your registers' "z tapes" or a sales report with gross receipt reports daily.



2018 ARTISAN HANDBOOK ACKNOWLEDGEMENT FORM

By completing this acknowledgement form and signing below, I certify that I have received, read, and understand the Artisans at Balloon Fiesta Handbook issued by Albuquerque International Balloon Fiesta. I understand that if I violate any rules, regulations, requirements, and/or guidelines, AIBF reserves the right to revoke and/or terminate any agreement that may be in place, close my booth at any point in time, and retain all monies paid.

ARTISAN BOOTH

ARTISAN PRINTED NAME

ARTISAN SIGNATURE

DATE