



Presented by

Canon

**2018 ARTISANS AT BALLOON FIESTA
JURY SUBMISSION
AND APPLICATION PACKET**

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®
4401 ALAMEDA BLVD NE
ALBUQUERQUE, NM 87114
PHONE: 505-821-1000
FAX: 505-828-2887
REVISED: NOVEMBER 2017



INSTRUCTIONS FOR COMPLETING APPLICATION

Thank you for your interest in being an artisan at the 2018 Artisans at Balloon Fiesta, held onsite during the 47th Albuquerque International Balloon Fiesta, October 6-14, 2018.

Please read all instructions, the entire application, and the complete artisan handbook carefully, as there are changes from past years.

This jury entry and application is neither an offer, nor a guarantee of space.

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.

If you are applying in more than one category, you must submit a separate jury entry and application for each one. Please be sure that each application is complete!

All fields must be completed. Be sure to provide accurate information, as it will be the sole representation of your business for the selection process.

By submitting an application, you understand that your images may be used for advertising and editorial purposes

If you have a current City of Albuquerque Business Registration Certificate, please submit a copy with your application.

If an agreement is issued, space locations and sizes will be at the discretion of AIBF. Requests will be considered, but are not guaranteed.

Your completed jury entry and application must be received in the AIBF office by March 15, 2018.

You will be notified by the end of April as to the results of the jury.

If accepted, final balances and paperwork are due to AIBF by June 1, 2018. Payment plans may be discussed if you are accepted.

Return completed application packets via:

Mail: AIBF
Attn: Artisans at Balloon Fiesta
4401 Alameda Blvd NE
Albuquerque, NM 87113

Fax: 505.828.2887

Email: ehahn@balloonfiesta.com



IN ORDER TO BE CONSIDERED COMPLETE, YOUR JURY ENTRY AND APPLICATION PACKET MUST INCLUDE THE FOLLOWING:

- Jury Entry and Application – Must complete all fields
- Exhibit A – Must 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

ELIGIBILITY AND REQUIREMENTS

Artists may apply in multiple categories but a separate entry must be completed for each one. Each medium will be evaluated separately

Only one booth per artist is permitted regardless of the number of categories accepted

Artists must be present during the entire show. No representatives/agents may replace the artist

Artists may display work only in the categories in which accepted. If work is exhibited that does not reflect the quality and nature of the work juried, or which does not meet AIBF standard and guidelines, action will be taken. AIBF reserves the right to remove an artist without refunding fees

All work exhibited must be original work, created by the artist

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

Signed and numbered offset limited edition reproductions and giclée reproductions of hand-created works will be allowed, but must be labeled as reproductions and confined to a single area. Only original artwork will be permitted on booth walls. Photographs and Digital Art prints shall be considered original artwork

No “buy and sell” or mass reproductions accepted



Photos/photocopies of artwork are not permitted

Framed mechanical reproductions are not permitted

No posters are permitted

No commercial, manufactured, or kit work including use of commercial molds, patterns, blanks, dies, machined screened patterns, mass production, or factory produced wearables are permitted

There is no category quota. AIBF reserves the right to create balance for the show

AIBF reserves the right to re-categorize work

DEFINITIONS OF CATEGORY

Basketry

Functional and sculptural works where the material used is woven or plaited.

Ceramics

Functional and sculptural work where the primary material is clay.

Digital Art

Computer generated works from the mind and hand of the artist, rendered using a computer (mouse, touchpad, digital tablet, etc.), and printed on two-dimensional output media.

Drawings

Works in graphite, charcoal, colored pencil, chalk, wax crayon, and ink.

Fiber

Wearable and decorative works where the primary material is fiber.

Furniture

Work where the primary intention is furniture, including clocks and lamps. All media are included.

Glass

Functional and sculptural works crafted in a stained, hand-formed, hand-worked, hand-blown, hand-cast, etched, slumped, fused, and/or non-sculptural style.

Jewelry

All jewelry made from precious, semi-precious, or non-precious metals, stones, or other materials, such as glass, clay, gems, beads, paper, fiber, wood, leather, polymer clay, or other non-traditional jewelry media.

Leather

Work where the primary material is leather, including belts, handbags, wearables, and sculptural work.



Metal

Functional and sculptural non-jewelry works where the primary material is metal.

Mixed Media

Work where the primary intention is the union of two or more media or any form of art that does not easily fit into other categories. Soft sculptures, gourd art, and musical instruments are included in this category.

Paintings

Works may be in oil, acrylic, watercolor, alkyd, casein, pastel and tempera. Framed prints are allowed. Matted reproductions must be in bins and may not be displayed on walls.

Paper

Functional and sculptural work created primarily from handmade paper.

Photography

Two-dimensional artwork generated from photographic images created by the artist with a camera using traditional film or digital media. Prints may be generated using either traditional darkroom or digital techniques and printed on two-dimensional output media.

Printmaking

Hand printed, multiple, signed, and numbered originals for which the artist's hand manipulated the plates, stones, or screens.

Specialty Foods & Products

Items including specialty foods, skincare products, soaps, etc.

Wood

Functional and sculptural works, crafted from primarily wood, that are hand-tooled, machine worked, turned, or carved.

BOOTH FEES AND DESCRIPTIONS

Booth Fees Include

- Booth space with electricity, including 400 watts per 10'x10' space
- Pipe and Drape
- Sign for your booth
- Artisan lounge area with a table, chairs, and microwave. Beverages and snacks are subject to availability
- Private portable restrooms for exhibiting artisans
- Parking and admission passes
- Security will be provided, however each artist exhibits at his or her own risk. AIBF is not responsible for damage, theft, or loss



IF ACCEPTED BY THE JURY COMMITTEE, BOOTH FEES ARE AS FOLLOWS:

BOOTH SIZE	BOOTH FEE	CABQ BUSINESS REGISTRATION	CABQ TEMPORARY FOOD PERMIT*
10'x10' STANDARD	\$1,600.00	\$35.00	\$25.00
10'x10' CORNER	\$1,900.00	\$35.00	\$25.00
10'x10' END CAP	\$2,150.00	\$35.00	\$25.00
15'x10' STANDARD	\$2,350.00	\$35.00	\$25.00
15'x10' CORNER	\$2,650.00	\$35.00	\$25.00
15'x10' ENDCAP	\$2,900.00	\$35.00	\$25.00
20'x10' STANDARD	\$2,500.00	\$35.00	\$25.00
20'x10' CORNER	\$2,700.00	\$35.00	\$25.00
20'x10' ENDCAP	\$3,600.00	\$35.00	\$25.00
INVERTED CORNER GALLERY	\$4,100.00	\$35.00	\$25.00

***Only artisans selling food/consumable items require a Temporary Food Permit
Additional fees for premium locations may apply. All fees are subject to change**

Booth Descriptions

- A Standard Booth includes three walled sides and one open side
- A Corner Booth includes two walled sides and two open sides
- An End Cap Booth includes one walled side and three open sides
- The Inverted Corner Gallery is a 300 square foot inside corner of the tent (Not a traditional corner space/Contact AIBF for additional details)

Booth Requests

A limited number of each booth size is available. Booth size and location assignments will be at the discretion of AIBF. A first and second choice must be provided on your jury entry application. Requests will be considered, but are not guaranteed.

Booths are precisely measured for width and depth. No awnings, displays, decorations, 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.



2018 JURY ENTRY AND APPLICATION

ENTRY DEADLINE: MARCH 15, 2018

I AM A:		
<input type="checkbox"/> NEW APPLICANT <input type="checkbox"/> RETURNING APPLICANT (# OF YEARS PARTICIPATED ____)		
ARTISAN BOOTH:		
BUSINESS TYPE:		
<input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LLC <input type="checkbox"/> OTHER _____		
CONTACT PERSON:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE:	CELL:	EMAIL:
BOOTH SIZE/TYPE REQUEST FIRST CHOICE:		
BOOTH SIZE/TYPE REQUEST SECOND CHOICE:		
BOOTH PLACEMENT REQUEST INFO: (REQUESTS WILL BE CONSIDERED BUT ARE NOT GUARANTEED)		
I PREFER TO RECEIVE PARKING AND ADMISSION PASSES:		
<input type="checkbox"/> DAILY/VALID FOR INDIVIDUAL SESSIONS <input type="checkbox"/> WEEKLY/VALID FOR ALL SESSIONS <input type="checkbox"/> A COMBINATION OF DAILY AND WEEKLY		
THE CITY OF ALBUQUERQUE REQUIRES THAT ALL BUSINESSES HOLD A VALID BUSINESS REGISTRATION CERTIFICATE:		
<input type="checkbox"/> I HAVE INCLUDED A COPY OF MY CURRENT BUSINESS REGISTRATION CERTIFICATE FROM THE CITY OF ALBUQUERQUE <input type="checkbox"/> I WILL NEED AIBF TO WORK WITH THE CITY OF ALBUQUERQUE TO OBTAIN A TEMPORARY BUSINESS REGISTRATION CERTIFICATE ON MY BEHALF		
THE CITY OF ALBUQUERQUE REQUIRES THAT ALL BUSINESSES SELLING FOOD/ CONSUMABLE ITEMS HOLD A TEMPORARY FOOD PERMIT:		
<input type="checkbox"/> I DO NOT PLAN TO SELL FOOD/CONSUMABLE ITEMS <input type="checkbox"/> I PLAN TO SELL FOOD/CONSUMABLE ITEMS. I WILL NEED AIBF TO WORK WITH THE CITY OF ALBUQUERQUE TOO OBTAIN A TEMPORARY FOOD PERMIT ON MY BEHALF		
DESCRIPTION OF YOUR WORK (INCLDING TECHNIQUES, MATERIALS, PRICE RANGE, ETC.)		
CATEGORY (SEE DESCRIPTIONS ABOVE):		



BOOTH LAYOUT INFORMATION

ARTISAN BOOTH NAME: _____

<p>LEGEND:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> ILLUMINATED EXIT SIGN</td> <td style="width: 50%; border: none;"> FIRE EXTINGUISHER</td> </tr> <tr> <td style="border: none;"> EMERGENCY LIGHTING</td> <td style="border: none;"> NO SMOKING SIGNS</td> </tr> <tr> <td style="border: none;"> COMBINATION UNIT</td> <td style="border: none;">..... NO SIDE WALL</td> </tr> <tr> <td style="border: none;"> EXIT OPENING</td> <td style="border: none;">—— TENT SIDE WALL</td> </tr> <tr> <td style="border: none;"> FIRE HYDRANT</td> <td style="border: none;"> GENERATOR / MOTOR</td> </tr> <tr> <td style="border: none;"> FIRE DEPT CONNECTION</td> <td style="border: none;"> LIQUEFIED PETROLEUM GAS</td> </tr> </table>	ILLUMINATED EXIT SIGN	FIRE EXTINGUISHER	EMERGENCY LIGHTING	NO SMOKING SIGNS	COMBINATION UNIT NO SIDE WALL	EXIT OPENING	—— TENT SIDE WALL	FIRE HYDRANT	GENERATOR / MOTOR	FIRE DEPT CONNECTION	LIQUEFIED PETROLEUM GAS	<p>COMMENTS:</p> 	<p>ARTISANS AT BALLOON FIESTA BOOTH LAYOUT APPLICATION:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Date: _____</p> <p>Signature: _____</p>
ILLUMINATED EXIT SIGN	FIRE EXTINGUISHER													
EMERGENCY LIGHTING	NO SMOKING SIGNS													
COMBINATION UNIT NO SIDE WALL													
EXIT OPENING	—— TENT SIDE WALL													
FIRE HYDRANT	GENERATOR / MOTOR													
FIRE DEPT CONNECTION	LIQUEFIED PETROLEUM GAS													

Please draw a layout of your booth including shelves, tables, and all equipment, from a bird's eye view.

I plan to use my own "ProPanel" or other artist's display wall. By checking this box, I agree that I do not want pipe and drape.



EXHIBIT B

ARTISAN / CONCESSIONAIRE / EXHIBITOR GUIDELINES REGARDING PRODUCT DISTRIBUTION

SALE, DISTRIBUTION, OR DISPLAY OF THE FOLLOWING IS STRICTLY PROHIBITED:

- Alcoholic beverages
- Sportswear & shirts of any kind – including tee shirts, golf style shirts, sweatshirts, etc.
- Jackets
- Baseball style caps
- Carbonated soft drinks, bottled or canned tea, fruit juices, energy/protein/recovery drinks, water, and/or isotonic sports drinks other than those obtained from Coca-Cola's onsite commissary
- Chemical glow products of any configuration, including light swords, light sticks, children's lighted head gear (e.g. "ears", "horns", "antennae", etc.), or fiber optic lighted novelties
- Calendars
- Posters
- Balloon rides
- Imaging products or anything with a lens, including cameras and binoculars, other than Canon products
- AIBF programs and official products (without a separate agreement from AIBF)
- Any products not specifically approved in your 2018 AIBF Agreement and/or Merchandise Concession Price List/Exhibit A

THE FOLLOWING HAVE BEEN GRANTED EXCLUSIVE PROMOTIONAL RIGHTS AT BALLOON FIESTA. YOU MAY SELL COMPETITORS' ITEMS, BUT YOU MAY NOT ADVERTISE THEM:

- Coffee: NM Pinon Coffee Company – In addition to no signage or banners advertising any coffee brands, no branded or logoed hot beverage cups or iced coffee cups may be used at Balloon Fiesta Park.
 - Dairy: Creamland Dairy
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2018 ARTISAN JURY ENTRY AND APPLICATION CHECKLIST & AGREEMENT

ARTISAN BOOTH

IN ORDER TO BE CONSIDERED COMPLETE, YOUR APPLICATION PACKET MUST INCLUDE THE FOLLOWING:

- Jury Entry and Application – Must complete all fields
- Exhibit A – Must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta
- 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

I acknowledge that I am submitting my jury entry and application packet with all of the required items. I understand that if all required items are not included with the application packet, my application is considered incomplete and will not be accepted.

I understand that if I am accepted by the jury and awarded an agreement, my entire remaining balance including any applicable fees must be paid in full no later than June 1, 2018. Payment plans are available and will be discussed upon jury acceptance. I understand that failure to make payments on time may result in termination of my agreement and I will forfeit any monies paid.

ARTISAN PRINTED NAME

DATE

ARTISAN SIGNATURE