



Presented by

Canon

2018 CONCESSIONAIRE HANDBOOK

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

The Concessionaire 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, as there are several changes from previous years. This handbook is subject to change. Concessionaires who are contracted for 2018 will receive notification of any changes. The final handbook must be kept in the booth for reference. All concessions are located on Balloon Fiesta's Main Street.



TABLE OF CONTENTS

Deadlines	4
Check In/Set Up/Clean Up/Check Out Dates and Times	4
2018 Schedule of Events	5
Application Guidelines	7
Application Process for Merchandise Concessions	7
Application Process for Food Concessions	7
Consideration for Concession Space	8
Selection of Concessionaires	8
Payment and Cancellation Guidelines	8
Booth Reservation Fees	8
Payment Deadline	8
Standby List	9
Cancellations/Refunds	9
Returned Payments	9
General Concession Information, Rules, Restrictions, Regulations, and Guidelines	9
Privacy Policy	9
Space Size	10
Space Boundaries and Encroachment	10
Utility Service Corridor	10
Concession Headquarters	10
Check In and Set Up	10
Clean Up and Check Out	10
Tent Requirements	11
Tent Set Up and Removal	11
Gate Hours	12
Required Hours of Operation	12
First Aid	12
Security	12
Change/Bank Facilities/ATMs	12
Fire Lane	12
Admission and Parking	12
Deliveries	13
Storage Units or Trailers	14
Mobile App	15
Golf Carts	15
Approved Product Regulations	16
Prohibited Products	16
Prohibited Practices	17
Other Exclusions	17
Official/Exclusive Soft Drink Sponsor	17
Official Coffee Sponsor	17



Presenting Sponsor/Exclusive Imaging Company	17
Preferred Primary Grocery/Food Related Items Supplier	17
Official Dairy Sponsor	17
License and AIBF Trademarks	18
Conduct, Dress, Décor, and Merchandise	18
Sound	18
Signage	18
Shipping of Goods	19
Solicitation of Sales	19
Gambling and Raffles	19
Cleanliness of Booth Space	19
Pets	19
Smoking	19
Camping, Lodging, Motor Homes, and RVs	19
Utility Regulations	20
Inspections	20
Environmental Health Regulations	20
City of Albuquerque Mandatory Fire Codes	20
General Fire Safety	20
Fire Codes, Cooking, and L.P. Gas (Propane)	21
Electrical Requirements	23
Fresh Water/Gray Water	24
Propane	25
Grease	25
Refuse	25
Ice	25
Portable Toilets	25
Telephone Service	26
Internet Service	26
Insurance Requirements	26
Liability Insurance for Merchandise Concessionaires	26
Liability Insurance for Food Concessionaires	26
Automobile Insurance	27
Gross Receipts and Cash Register Requirements	27
Gross Receipts Forms	27
Gross Receipts Taxes	27
Cash Registers and Gross Receipts Documentation	27
2018 Concessionaire Handbook Acknowledgement Form	28



DEADLINES

Concession Application Available at BalloonFiesta.com:	January 31, 2018
Merchandise Application Due to AIBF: <i>Including Booth Reservation Fee (Admin fee + Min Dep Amount + City Fees)</i>	May 1, 2018
Food Application Due to Spectra: <i>Including Booth Reservation Fee (Admin fee + Min Dep Amount + City Fees)</i>	May 1, 2018
Merchandise Acceptance Sent by AIBF:	May 15, 2018
Food Acceptance Sent by Spectra:	May 15, 2018
Merchandise Acceptance Packet/Payment in Full Due to AIBF:	July 1, 2018
Food Acceptance Packet/Payment in Full Due to Spectra:	July 1, 2018
Mobile App and Announcer Information Due to AIBF:	July 1, 2018
Insurance Information Due to AIBF or Spectra:	August 15, 2018
Overnight Storage Request Due to AIBF:	August 15, 2018
Golf Cart Request Due to AIBF:	August 15, 2018
RV Space Reservation Request Due to AIBF:	August 15, 2018
Delivery Pass Request Due to AIBF:	September 15, 2018
Cancellation Deadlines for Refunds:	
Reservation Fees (Admin Fee, Deposits, and City Fees):	June 1, 2018
Payment:	August 1, 2018

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

Concession Check In (Monday – Friday): <i>9:30AM – 12:00PM & 1:00PM – 4:00PM</i>	September 24 – October 4, 2018
Concession Set Up (Once check in is complete): <i>7:00AM – 6:00PM</i>	September 24 – October 4, 2018
EHD, FMO, & Electrical Inspections <i>9:00AM – 5:00PM</i>	October 3 – October 5, 2018
Concession Last Day for Set Up:	October 4, 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
Concession Clean Up and Check Out: <i>Begin at 11:00AM, October 14, 2018 and complete by 4:00PM, October 16, 2018</i> <i>Check out availability 9:30AM – 12:00PM & 1:00PM – 4:00PM</i>	October 14 – October 16, 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.*



APPLICATION GUIDELINES

Application Process for Merchandise Concessions

If you wish to be considered for a Merchandise Concession space, your completed application packet must be received in the AIBF office by May 1, 2018. Applications are available on the AIBF website at www.balloonfiesta.com → Contact Us → Concessions/Artisans.

Merchandise Concession Applications Packets Must Include:

- Merchandise Concession Application – Must complete all fields
- Exhibit A – Must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta
- Photos of Your Concession Booth and/or Portable Structure
- Photos or Samples of Your Proposed Product Line
- City of Albuquerque Fire Marshal Paperwork – Page one completed, page two signed, page three diagram of booth (including no smoking signs, fire extinguishers, exits, cooking devices, and type “X” sheetrock where applicable)
- Handbook Acknowledgement Form – Must complete all fields
- Booth Reservation Fee including Administrative Fee, Minimum Deposit Amount, and Applicable City Fees – Checks are payable to AIBF
- 2018 Merchandise Concession Application Checklist & Agreement – Must complete all fields

Application Process for Food Concessions

If you wish to be considered for a Food Concession space, your completed application packet must be received in the Spectra office by May 1, 2018. Applications are available on the AIBF website at www.balloonfiesta.com → Contact Us → Concessions/Artisans.

Food Concession Applications Packets Must Include:

- Commercial Food Concession Application – Must complete all fields
- Menu – Must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta. The menu will be known as Exhibit A
- City of Albuquerque Fire Marshal Paperwork – Page one completed, page two signed, page three diagram of booth (including no smoking signs, fire extinguishers, exits, cooking devices, and type “X” sheetrock where applicable)
- Temporary Food Permit Application
- Current Food Handlers/ServSafe Certificate for Owner/Supervisor
- Handbook Acknowledgement Form – Must complete all fields
- Booth Reservation Fee including Administrative Fee, Minimum Deposit Amount, and Applicable City Fees – Payable in certified funds only
- 2017 Commercial Food Concession Application Checklist & Agreement – Must complete all fields



Consideration for Concession Space

In order to be considered for a concession space, your 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 Concessionaires

Balloon Fiesta strives to maintain a product mix that best suits the needs of its guests. 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 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 concessionaires to do well, however, there are no exclusive rights granted to concessionaires other than the glow product concessionaire and 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 your cooperation is mandatory.

Your concession 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 Concession Agreement are nontransferable.

PAYMENT AND CANCELLATION GUIDELINES

Booth Reservation Fees

Booth reservation fees paid at the time of application shall include any Administrative Fee, Minimum Deposit Amount, and Applicable City Fees.

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

Payment Deadline

If awarded an agreement, payment in full is due in either the AIBF office (merchandise concessions) or Spectra office (food concessions) by July 1, 2018. In the event payment is not received by July 1, 2018, per your agreement, AIBF shall have the right to declare the agreement terminated and retain any monies.



Any payments received after the July 1 due date will incur a late fee of \$350.00.

Standby List

Concessionaires that are not selected to participate may opt to 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 who is not selected wishes to opt off the “Standby List”, deposit refunds will be issued within four weeks.

Cancellations/Refunds

A concessionaire 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.

Deposit refunds minus a 10% cancellation fee will be issued to concessionaires who are selected to participate but cancel prior to June 1, 2018. No deposits or fees will be returned after June 1, 2018.

Payment refunds minus a 10% cancellation fee will be issued to concessionaires who are selected to participate but cancel prior to August 1, 2018. No refunds will be permitted after August 1, 2018. Concessionaires that cancel by way of nonpayment in full by July 1, 2018 will not receive any refund.

Returned Payments

Any returned or NSF payment received by the AIBF office will incur a \$40.00 fee. Any returned or NSF payment received by Spectra will incur a \$35.00 fee. All monies after the returned payment must be paid with certified funds (money order or cashier’s check) only.

GENERAL CONCESSION 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 Concessionaire 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 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 send a letter to the attention of the Concession Manager at the AIBF office. Be sure to include your name, concession booth name, and personal signature with your request.



Space Size

Due to the nature of the facilities available, all sites measure precisely 10' frontage. Sites 25 through 144 are approximately 40' deep. Sites 1 through 24 and 145 through 176 are between 50' and 60' deep. All boundaries are marked.

Space Boundaries and Encroachment

No awnings, tents, tanks, hitches, overhangs, lighting, signs, countertops, other appendages, umbrellas, tables, or any product may extend beyond space boundaries. No encroachment is allowed in to neighboring spaces, including, Main Street, walkways, fire lanes, utility service corridor, or beyond your booth's defined space limits.

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

Utility Service Corridor

The only items permitted in the utility corridor are portable toilets, propane tanks, gray water tanks, grease receptacles and ice machines. Absolutely no vehicles, trailers, or golf carts will be permitted within the utility corridor. If anything other than approved items are placed in the utility corridor, they will be removed at the owner's expense.

Concession Headquarters

Located mid-field, behind concession space #85. Spectra Headquarters is located just behind Concession Headquarters.

Check In and Set Up

Merchandise Concessionaires may check in at Concession Headquarters and Food Concessionaires may check in at Spectra Headquarters, Monday through Friday, September 24 through October 4, 2018 during the hours of 9:30AM to 12:00PM and 1:00PM to 4:00PM. Once your initial check in process is complete, concessionaires may begin setting up from 7:00AM to 6:00PM daily. All Concessionaires must use the north entrance at Gate #4.

Due to last minute preparations at Balloon Fiesta Park, concessionaire set up must be completed no later than Thursday, October 4, 2018. At 5:00PM on Thursday, October 4, Main Street, the west side of your space, will close to vehicles. No vehicles will be permitted on Main Street after this time.

Clean Up and Check Out

You may begin cleaning up and tearing down your booth space at 11:00AM on Sunday, October 14, 2018. All concessionaire owned structures must be completely removed no later than Tuesday, October 16, 2018. Any structures remaining beyond that date will result in forfeiture of your administrative deposit and 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 the return of your administrative deposit.

If stakes are driven in to the asphalt to secure tents, all damage must be repaired prior to checking out. If damage is not repaired, additional charges may apply.

Tent Requirements

For those concessions using tents, only white “Pagoda” style tents with conical peaks will be permitted at Balloon Fiesta Park for the 2018 Albuquerque International Balloon Fiesta. No exceptions.

Tents should be the appropriate size to fit your booth space to whatever depth you wish to use. The health department requires that food vendors have three sides enclosed, although most concessionaires chose to have all sides available to close in order to secure their products when not operating. It is highly recommended that you have adequate lighting inside your tent as well. Tents are required to be bonded and grounded.

Pricing and information for this year’s AIBF preferred Tent Company will be provided at a later date, although you are able to utilize any tent company you chose. All tent companies must agree to specific guidelines prior to gaining access to Balloon Fiesta Park for any set up and/or removal process. When contacting a tent rental company for your order, please be sure to advise them that they will need to contact the Concessions Manager at Balloon Fiesta for further instructions.

The pictures below are examples of the style.



Tent Set Up and Removal

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



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 concessionaires, please plan your arrival to the park accordingly.

Required Hours of Operation

The minimum required hours of operation that your booth must be open for business are 5:30AM through 11:00AM for morning sessions, and 4:00PM through 8:30PM for evening sessions. Staffing from 11:00AM to 4:00PM is at your discretion. You are highly encouraged to remain open from 5:30AM through 8:30PM on Saturday, October 13 during Music Fiesta. It is mandatory that all concessions are open for business and staffed for each session.

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.

First Aid

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

Security

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.

Fire Lane

Parking and/or leaving vehicles unattended in the Fire Lane is strictly prohibited. Violators of Fire Lane rules will be cited and towed.

Admission and Parking

For each 10' of frontage, concessionaires will receive:

- (1) Concession Parking "C" Pass
- (4) 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 Concession Parking “C” Passes may be purchased at a cost of \$200.00 each while supplies last. 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.

The Concession Parking area is available with a “C” Pass permit only and is located east of Main Street and north of the main stage. The Concession Parking entrance (Gate #4) opens at 3:00AM and is valid only prior to 5:00AM for morning sessions and prior to 4:00PM for evening sessions. Parking in the Concession Parking area is limited and is first come, first served. There is no specific lane of traffic for concessionaires, so plan your arrival accordingly. Refer to the pass for entrance times, routes, and directions. All persons within a vehicle parking in the Concession Parking area will gain admission with no additional admission pass required.

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 parking pass, whether in the Concession or General Parking area, is good for only one vehicle in one space. Parking passes must be displayed in the vehicle at all times while on the premises.

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.

Driving on Main Street and through the Park & Ride staging area during peak times is prohibited for all vehicles, including golf carts.

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.

Deliveries

In order to deliver goods to Balloon Fiesta Park, all concessionaires or service supply companies must submit a request for a Service Vehicle/Delivery Pass to AIBF by September 15, 2018. Each request will be reviewed on an individual basis. If a Service Vehicle/Delivery Pass is granted, each pass carries a fee of \$75.00. With a Service



Vehicle/Delivery Pass, deliveries will be permitted on the field from 3:30AM to 5:00AM and from 11:00AM to 3:00PM each day.

Deliveries must be made to the rear of your concession, and 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 your expense.

You must notify your suppliers of the delivery policy. If you wish to deliver something personally to your own booth, you must abide by the same delivery rules. Violations to delivery rules will be cited and/or towed at your expense.

Contact the Concession Manager at AIBF for a delivery/service vehicle pass request form.

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 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.

Golf Carts

If you wish to use a golf cart/motorized vehicle (“golf cart”) on the premises during Balloon Fiesta, a completed request form must be submitted to AIBF by August 15, 2018.

A limited number of golf cart permits are available and each request will be reviewed on an individual basis. A request is not a guarantee of permission to use a golf cart during Balloon Fiesta. Unauthorized golf carts/vehicles will be towed.

- If golf cart permission is granted, the following rules and regulations shall apply:
- A registration fee of \$50.00 must be paid to AIBF upon receipt
- A valid registration permit must be displayed on all approved golf carts
- Golf carts must be operated in a responsible manner at all times
- All operators must be at least 16 years of age and possess a valid driver’s license
- No overloading of passengers is permitted
- Smoking is not permitted in a golf cart
- Drivers and passengers must remain seated while cart is in motion



- Drivers are not permitted to talk or text on a cell phone while the cart is in motion
- Drivers are to be courteous & patient, as pedestrians ALWAYS have the right of way
- Golf carts shall not be driven on Main Street/in Park & Ride when crowds are present
- Operation of golf carts is prohibited other than for the requested/approved purpose
- Violations to golf cart rules and regulations may result in revocation of privileges, towing, and/or confiscation without reimbursement
- Golf cart rules and regulations apply to all rented and/or owned vehicles
- If approved for golf cart rental, AIBF will notify both you & the official golf cart supplier of your eligibility. It is your responsibility to contact the golf cart supplier to arrange a reservation & payment. If approved to bring your own golf cart, contact AIBF upon arrival to arrange for a permit.

Contact the Concession Manager at AIBF for a golf cart request form.

Approved Product Regulations

Types of products that concessionaires 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.

Prohibited Products

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
- 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



- AIBF programs and official products (without a separate agreement from AIBF)
- Any products not specifically approved in your 2018 AIBF Agreement and/or Price List/Exhibit A

Prohibited Practices

The following are strictly prohibited:

- Use of generators
- Booth sharing
- Sub-leasing
- Signage, sales, or promotion outside of your booth space
- 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.

Official Dairy Sponsor

Creamland Dairy is Balloon Fiesta's Official Dairy Sponsor. Other dairy brands/products may be sold, but may not be advertised.



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.

Sound

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, including public address systems, will not be permitted.

Signage

Concessionaires are encouraged to mark their booth space well so that guests can find and remember your space. 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 concessions. This includes all sign lighting as well. As this is an outdoor venue, some concessionaires find it helpful to add “wind slits” to banners. 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 at any location other than your contracted booth spaces.

Concessionaire may display only one company's signage per space. Absolutely no signage may be displayed outside of your contracted 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 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

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 damages that may occur to the surface of the asphalt/millings. To avoid charges, bring any pre-existing damage to the attention of AIBF personnel or representatives.

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

Fire, environmental, propane, and electrical will conduct inspections in the week leading up to Balloon Fiesta. Inspection dates and times will be signed up for at check in or shortly thereafter and must be scheduled at least one day in advance; same day inspections will not be available.

No concession may open for business until all necessary inspections have been completed and passed. Any concession 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

Commercial Food Concessionaire must refer to the City of Albuquerque Environmental Health Department Add On and the Application for Temporary Food Permit.

City of Albuquerque 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 vendor row. Smoking is not allowed any closer to vendor 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 strip” 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

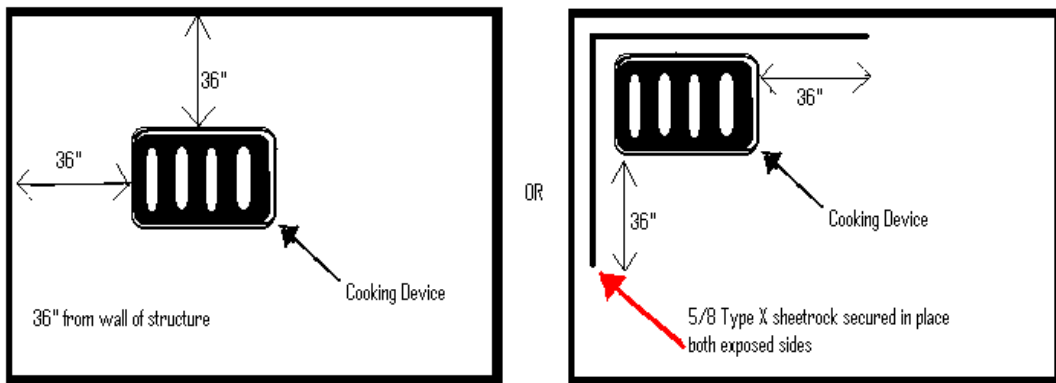
1. The use of propane gas on Concession Row will be allowed. **There shall be No Smoking in the area between temporary structure and jersey barriers and within twenty (20) feet of propane tanks behind Concession Row.**
2. Any area used for cooking of products that produce grease-laden vapors, shall meet 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 vendor stand. 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.
NOTE: 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 with soapy water sprayed 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 vendors shall submit a tent floor plan for approval by the Albuquerque Fire Marshal's Office.
13. **All mobile food vendors shall have a current valid permit from the Albuquerque Fire Marshal's Office PRIOR to the event.**



The above requirements are excerpts of the City Of Albuquerque Fire Code, Ordinance 0-2012-029, and are **LAW**. Failure to comply with these guidelines will result in the citing, closure or removal of the operation from the Balloon Fiesta site by authorities.

The City Of Albuquerque, has adopted the fire code into ordinance 0-2012-029 in order 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.

The Albuquerque Fire Department shall collect Fees for each inspection of an occupancy required to obtain a permit according to Chapter 1 section 105 of the 2009 International Fire Code. The Inspection fee schedule is as follows: an initial inspection for a permit will be based on square footage; No fee for the first required re-inspection; thereafter, each additional re-inspection is \$60.00 until your facility is operating in compliance with the Fire Code. It is unlawful for any person, firm or corporation to use a building or premises or engage in any activities for which a permit is required by the Fire Code without having first obtained such permit as required by the provision of the Fire Code.

If there are any questions regarding these items, please feel free to contact the Albuquerque Fire Marshal's Office at (505)764-6300 during regular business hours.

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 space utilities are ready for cord-and-cap-connected (plug-in) equipment.

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 Concessions 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 concessionaire 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 or cables routed up any tent or support poles must be securely fastened with cable ties
- 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
- 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
- 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

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 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.

Fresh Water/Gray Water

Hose bibbs for water are available near the rear of your concession space. Concessionaires are responsible for furnishing hoses as well as anti-siphon devices to connect to the water source. Hoses should be no less than 5/8”, and per the City of Albuquerque, must be “food grade”. AIBF reserves the right to disconnect and remove leaky hoses. Recurring water



issues running into areas outside of your booth space, trailer, or mobile unit is grounds for immediate closure and possible suspension.

Gray water must be disposed of in designated receptacles only. Shared gray water receptacles are located behind the concession spaces in the utility corridors. Only gray water may be disposed of in gray water receptacles. Disposing of waste of any kind on the ground or in public trash barrels is prohibited.

For water spigot issues or to schedule a plumber, contact the AIBF Field Manager (Janie) at 505-301-1632. Any additional plumbing work that you order will be at your expense and will be billed by AIBF's staff or contracted electrician service.

Propane

If propane is to be used, propane tanks will be provided by the AIBF selected propane supplier(s). The propane supplier will charge the Concessionaire directly for set up fees, labor, any necessary materials, and propane usage.

Due to City and/or State regulations, no privately owned tanks may be used at Balloon Fiesta Park. Please review the requirements located in the City of Albuquerque Fire Marshal Tent Permit Application.

Grease

Grease must be disposed of in designated receptacles only. Shared grease receptacles are located behind the concession spaces in the utility corridors. Only grease may be disposed of in grease receptacles. Disposing of waste of any kind on the ground or in public trash barrels is prohibited.

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.

Unwanted 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 responsible for your own boxes.

Ice

AIBF will provide contact information to concessionaires for the ice supplier that is selected to support Balloon Fiesta. Plan your ice purchases from the ice supplier carefully so you don't run out during a session.

Portable Toilets

Concessionaires may rent chemical toilets for placement behind their spaces in the utility corridor from AIBF's chemical toilet supplier at the same price charged to AIBF. Contact



the AIBF portable toilet concessionaire directly to place your order; AAA Pumping Service 505-345-3965.

Telephone Service

Concessionaires that require a dedicated telephone line for a cash register or a credit card machine may contact Roxi Samora at D & M Communications at 505-265-4409.

Internet Service

Concessionaires that require Internet connectivity for a cash register or a credit card machine may contact Lobo Internet Services at 505-832-4444

INSURANCE REQUIREMENTS

Liability Insurance for Merchandise Concessionaires

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 a Concessionaire 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.

Liability Insurance for Food Concessionaires

Each commercial food concessionaire must provide Spectra with proof of general and product/premises liability insurance in the minimum amount of \$1,000,000.00 for each occurrence and \$2,000,000.00 general aggregate. Each policy must name *Spectra Food Services, 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 a Concessionaire at the 2018 Albuquerque International Balloon Fiesta, located at 5000 Balloon Fiesta Parkway NE, Albuquerque, NM 87113, October 6 through October 14, 2018. Spectra Food Services, 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 Spectra 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 Spectra by August 15, 2018. You are not permitted to check in or begin any set up on site until Spectra 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, Spectra, or the City of Albuquerque as additional insured. Automobile Insurance certificates/declarations pages are due to ABIF or Spectra by August 15, 2018. You are not permitted to check in or begin any set up on site until AIBF or Spectra receives your Auto Insurance info.

GROSS RECEIPTS AND CASH REGISTER REQUIREMENTS

Gross Receipts Forms

Gross receipt data is a mandatory requirement for all concessionaires at Balloon Fiesta. Forms are provided to each concessionaire and must be completed and turned in daily. Administrative Fees will be forfeited if 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. Merchandise Concessionaires are required to report their gross sales to the Balloon Fiesta Concession Headquarters Office on a daily basis. Food Concessionaires are required to follow Spectra's collection guidelines.

Gross Receipts Taxes

NM Taxation Representatives will provide documentation and forms for concessionaires 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

Merchandise Concessions 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. Food concessions are required to follow Spectra's guidelines.



2018 CONCESSIONAIRE HANDBOOK ACKNOWLEDGEMENT FORM

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

CONCESSION BOOTH

CONCESSIONAIRE PRINTED NAME

CONCESSIONAIRE SIGNATURE

DATE