



Presented by

Canon

2018 MERCHANDISE CONCESSION 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 a concessionaire at the 47th Albuquerque International Balloon Fiesta, October 6-14, 2018.

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

This application is neither an offer, nor a guarantee of 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.

Each application is evaluated individually and not on a first come, first served basis.

If you are applying for more than one booth space location, you must submit a separate application for each space location. 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.

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 application must be received in the AIBF office by May 1, 2018.

Concession selection process begins after applications are due. You will be notified by the end of May as to the status of your application.

If accepted, final balances and paperwork are due to AIBF by July 1, 2018.

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

Return completed application packets via:

Mail: AIBF
Attn: Concessions
4401 Alameda Blvd NE
Albuquerque, NM 87113

Fax: 505.828.2887

Email: ehahn@balloonfiesta.com



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

- 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. Be specific! If an agreement is issued, it will be assigned on the basis of this list, so please be thorough
- Photos of Concession Booth and/or Portable Structure – Non-returnable
- Photos or Samples of Proposed Product Line – Non-returnable
- 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

SPACES ARE 10’ MAIN STREET FRONTAGE INCREMENTS AND ARE A MINIMUM OF 40’ DEEP

SPACE/SIZE	MERCH. SPACE FEE	ADMIN. FEE*	CABQ FIRE INSPECTION FEE	CABQ BUSINESS REGISTRATION PERMIT FEE	MINIMUM DEPOSIT AMOUNT	BOOTH RESERVATION FEE AMOUNT
10’ FRONTAGE	\$3,450.00	\$100.00	\$60.00	\$35.00	\$250.00	\$445.00
20’ FRONTAGE	\$6,900.00	\$200.00	\$60.00	\$35.00	\$750.00	\$1045.00
30’ FRONTAGE	\$10,350.00	\$300.00	\$60.00	\$35.00	\$1,000.00	\$1395.00
20’ CORNER	\$10,350.00	\$200.00	\$60.00	\$35.00	\$1,000.00	\$1295.00
20’ STAGE OR BRICK WALKWAY CORNER	\$11,350.00	\$200.00	\$60.00	\$35.00	\$1,500.00	\$1795.00

*Administrative fee is \$100.00 per 10’ of frontage
 Additional fees for premium locations may apply. All fees are subject to change
 If you wish to sell food/consumable items, additional EHD fees apply. Contact AIBF for details.

FOR CONCESSIONAIRES DESIRING TO SELL RV REPAIR SERVICE AND/OR PARTS, THERE ARE A VERY LIMITED NUMBER OF RV CONCESSION SPACES AVAILABLE IN THE SOUTH RV LOT. CONTACT AIBF WITH QUESTIONS

SPACE/SIZE	MERCH. SPACE FEE	ADMIN. FEE*	CABQ FIRE INSPECTION FEE	CABQ BUSINESS REGISTRATION PERMIT FEE	MINIMUM DEPOSIT AMOUNT	BOOTH RESERVATION FEE AMOUNT
10’ FRONTAGE	\$1250.00	\$100.00	\$60.00	\$35.00	\$250.00	\$445.00
20’ FRONTAGE	\$2500.00	\$200.00	\$60.00	\$35.00	\$750.00	\$1045.00
30’ FRONTAGE	\$3750.00	\$300.00	\$60.00	\$35.00	\$1,000.00	\$1395.00
20’ CORNER	\$5000.00	\$200.00	\$60.00	\$35.00	\$1,000.00	\$1295.00

*Administrative fee is \$100.00 per 10’ of frontage
 Additional fees for premium locations may apply. All fees are subject to change



2018 MERCHANDISE CONCESSION APPLICATION
APPLICATION DEADLINE: MAY 1, 2018

I AM A:		
<input type="checkbox"/> NEW APPLICANT <input type="checkbox"/> RETURNING APPLICANT (# OF YEARS PARTICIPATED ____)		
CONCESSION 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:
SPACE REQUEST INFO: (REQUESTS WILL BE CONSIDERED BUT ARE NOT GUARANTEED)		
FRONTAGE SPACE: (IN 10' INCREMENTS)		
IF APPLICABLE, WHAT IS YOUR "SIGNATURE" MERCHANDISE ITEM YOU PLAN TO SELL? PLEASE BE SPECIFIC:		
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		
IN ORDER TO CATEGORIZE YOUR BOOTH FOR OUR SURVIVAL GUIDE AND MOBILE APP, PLEASE SELECT <u>UP TO TWO</u> HEADINGS:		
<input type="checkbox"/> PINS/PATCHES/BALLOON SOUVENIRS	<input type="checkbox"/> JEWELRY	<input type="checkbox"/> HOUSEWARES
<input type="checkbox"/> NON-BALLOON CLOTHING/ACCESSORIES	<input type="checkbox"/> OTHER	<input type="checkbox"/> SOUVENIRS
<input type="checkbox"/> RV DISPLAY	<input type="checkbox"/> RV REPAIR	<input type="checkbox"/> RV PRODUCTS
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		



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



2018 MERCHANDISE CONCESSION APPLICATION CHECKLIST & AGREEMENT

CONCESSION BOOTH

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

- 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.
- Photographs of Your Concession Booth and/or Portable Structure – Non-returnable
- Photographs or Samples of Your Proposed Product Line – Non-returnable
- City of Albuquerque Fire Marshal Paperwork – Page one completed, page two signed, page three diagram booth layout (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

I acknowledge that I am submitting my 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 awarded an agreement, my entire remaining balance including any applicable fees must be paid in full no later than July 1, 2018. In the event payment is not received by July 1, 2018, a \$350.00 late fee will be added to my outstanding balance and per my agreement, AIBF shall have the right to declare the agreement terminated and retain any monies.

In the event an agreement is not awarded to me and I wish to remain on a standby list, my deposit will be held until it is determined if a space will become available. If a space does not become available, my deposit will be refunded and mailed in November.

CONCESSIONAIRE PRINTED NAME

DATE

CONCESSIONAIRE SIGNATURE



Albuquerque Fire Marshal's Office

724 Silver SW
Albuquerque NM, 87102
Phone (505) 764-6300
Fax (505) 764-6323

BALLOON FIESTA FIRE PERMIT/TENT APPLICATION

Approved **Disapproved**
Man # _____ Date _____
Case# _____
Officers Signature _____

Approved plans do not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with the approved plans.

Event Information

Event Name Albuquerque International Balloon Fiesta

Business Name _____

Street Number	Street Name	Quad.
---------------	-------------	-------

City	State	Zip Code
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Contact Name _____

Contact Phone _____

Emergency Phone _____

Contact Email _____

Event Start Date _____

Event Start Time _____

Event End Date _____

Event End Time _____

Tent Company

Tent Company _____

Street Number	Street Name	Quad.
---------------	-------------	-------

City	State	Zip Code
------	-------	----------

Contact Name _____

Contact Phone _____

Emergency Phone _____

Contact Email _____

Inspection Date _____

Inspection Time _____

Total Square Footage _____

Balloon Fiesta Tent Requirements

LOCATION Tents or canopies shall not be located within 20 feet of lot lines, vehicles, or generators. All dimensions shall be indicated on the site plan. (IFC 2403.8)

DISPLAY OF MOTOR VEHICLES Vehicles and equipment used for display within or near tents shall have batteries disconnected, have less than ¼ of a tank of fuel, and tank openings shall be locked and sealed. Vehicles shall not obstruct the means of egress. (IFC 2404.18)

PROPANE GAS Tents or canopies shall not be located within 10 feet of propane tanks less than 500 gallons. (IFC 2404.16.2.1)

ANCHORAGE REQUIRED Tents or Membrane Structures and their appurtenances shall be adequately roped, braced or anchored to withstand the elements of weather and prevent against collapsing. (IFC 2403.9)

AIR INFLATED FUN JUMPS Air inflated fun jumps shall be approved on the site plan. (IFC 2403.4 and IFC 2403.2)

OUTDOOR ASSEMBLIES The fire code official shall establish an occupant load for tents and access controlled event. (IFC 2804.2)

COOKING All cooking and warming devices shall be indicated on the floor plan. Cooking appliance approvals shall be granted on a case by case basis. (IFC 2404.15)

VEGETATION AND WASTE Combustible vegetation and waste shall be cleared 30 feet back from tents or canopies. A description of the floor surface surrounding the tent or canopy and the floor within the tent or canopy shall be indicated on the floor plan. (IFC 2404.21)

COMBUSTIBLE MATERIAL Hay, straw, shavings or similar combustible materials shall not be located within any tent or canopy with an occupant load greater than 49 and or a square footage exceeding 750 square feet. A description of the floor surface inside the tent or canopy is required. (IFC 2404.5)

SMOKING Approved "No Smoking" signs shall be posted and indicated on the floor plan. Smoking shall be prohibited. (IFC 2404.6)

GENERATORS All generators shall be isolated from contact with the public by fencing or by other approved means. One 3A-40BC Fire Extinguisher is required per generator. Generator indications are required on the site plan. (IFC 2404.19)

FIRE EXTINGUISHERS A Fire Extinguisher shall be provided for every 1500 square feet of tent or canopy space. Travel distance to a Fire Extinguisher shall not exceed 75 feet. Extinguishers shall be indicated on the floor plan. (IFC 2404.12)

REQUIRED EXITS Equal or greater than: [150sqft 2 exits are required] [3,000sqft 3 exits are required] [7,500sqft 4 exits are required] [15,000sqft 5 exits are required] [30,000sqft 6 exits are required]. Exits must be spaced appropriately. (IFC 2403.12)

EXITS Exit openings shall be contrasting in color and be free sliding. Tent side walls or open wall canopies shall be indicated on the plans. (IFC 2403.12.3)

EXIT SIGN ILLUMINATION AND EMERGENCY LIGHTING Exit sign illumination and emergency lighting are required when the occupant load exceeds *49*. (IFC 2403.12.6)

EXTENSION CORDS Only approved UL, FM, or NRTL, three prong, grounded extension cords are permitted. Frayed or taped wire is prohibited. (IFC 605.5) All extension cord connection points shall be off the ground by 1 inch or more.

TENT MATERIAL All tent material shall meet "State of California Fire Marshal's Office" standards as per IFC Section 2404.2, NFPA 701, or CPAI-84. (IFC 2404.2)

ACCESS All Fire Hydrants and Fire Department appliances shall be free from obstructions. Fire Department access roads shall be a minimum or 20 feet. (IFC 2403.8.1)

CHAIRS Non-fixed chairs exceeding 200 shall be fastened together in groups no less than three or securely fastened to the floor. (IFC 1028.12)

PERMITS All tents require permits. All canopies which exceed 400 square feet shall not be erected without obtaining a permit from our office. (IFC 2403.4)

TENT FEES [0-400sqft \$50] [401-1500sqft \$100] [1501-3000sqft \$150] [3001-6000sqft \$200] [6001-9000sqft \$250] [+9001sqft \$300]

ADDITIONAL FEES Additional fees may apply to all after hour inspections.

INSPECTIONS Inspection times shall be scheduled within four hours of the event opening. All electrical equipment, catering devices, tables, chairs, and merchandise shall be set in place prior to inspection.

Disclaimer

The undersigned hereby acknowledges that all requirements indicated above must be adhered to in order for this application to be accepted. The standards specified above are the minimal requirements which the applicant is not limited to. Additional Fire Codes may apply during initial inspection if unforeseeable circumstances arise. An approved plot plan or floor plan does not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with both the approved plot plan and floor plan. All disapprovals will be indicated on the tops of each page and all violations will be indicated with a check mark on this disclaimer. All information must be submitted to process this application. Revised 11/15/12.





































EVENT CONTACT NAME: _____ **PHONE NUMBER:** _____
(PLEASE PRINT)

EVENT CONTACT SIGNATURE: _____ **DATE:** _____

TENT CONTACT NAME: _____ **PHONE NUMBER:** _____
(PLEASE PRINT)

TENT CONTACT SIGNATURE: _____ **DATE:** _____

TENT LAYOUT DESCRIPTIONS

<p>LEGEND:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p> ILLUMINATED EXIT SIGN</p> <p> EMERGENCY LIGHTING</p> <p> COMBINATION UNIT</p> <p> EXIT OPENING</p> <p> FIRE HYDRANT</p> <p> FIRE DEPT CONNECTION</p> </td> <td style="width: 50%; vertical-align: top;"> <p> FIRE EXTINGUISHER</p> <p> NO SMOKING SIGNS</p> <p> NO SIDE WALL</p> <p> TENT SIDE WALL</p> <p> GENERATOR / MOTOR</p> <p> LIQUEFIED PETROLEUM GAS</p> </td> </tr> </table>	<p> ILLUMINATED EXIT SIGN</p> <p> EMERGENCY LIGHTING</p> <p> COMBINATION UNIT</p> <p> EXIT OPENING</p> <p> FIRE HYDRANT</p> <p> FIRE DEPT CONNECTION</p>	<p> FIRE EXTINGUISHER</p> <p> NO SMOKING SIGNS</p> <p> NO SIDE WALL</p> <p> TENT SIDE WALL</p> <p> GENERATOR / MOTOR</p> <p> LIQUEFIED PETROLEUM GAS</p>	<p>OFFICERS COMMENTS:</p> 	<p style="text-align: center;">Balloon Fiesta Tent Permit Application</p> <p style="text-align: center;"> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved </p> <p>Man # _____</p> <p>Date _____</p> <p>Case# _____</p> <p>Signature _____</p>
<p> ILLUMINATED EXIT SIGN</p> <p> EMERGENCY LIGHTING</p> <p> COMBINATION UNIT</p> <p> EXIT OPENING</p> <p> FIRE HYDRANT</p> <p> FIRE DEPT CONNECTION</p>	<p> FIRE EXTINGUISHER</p> <p> NO SMOKING SIGNS</p> <p> NO SIDE WALL</p> <p> TENT SIDE WALL</p> <p> GENERATOR / MOTOR</p> <p> LIQUEFIED PETROLEUM GAS</p>			

CONSTRUCTION DOCUMENTS Detailed site and floor plan for tents shall be provided with each application for approval. The tent floor plan shall indicate means of egress, seating arrangement, heating and electrical equipment, exit signs, no smoking signs, fire extinguishers, cooking equipment, and exhibits. **(IFC 2404.6)**

Type X Sheet rock is required between all heat producing devices or must be located a distance of at least three feet from the tent wall.