



2024
ARTISANS AT BALLOON FIESTA
HANDBOOK

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®
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The Artisans at Balloon Fiesta Handbook has been written for informational purposes and contains pertinent rules, regulations, requirements, and guidelines that govern the operations of the Albuquerque International Balloon Fiesta. It is the responsibility of each artisan to understand and follow policies and procedures. **Please read the entire handbook carefully.** This handbook is subject to change. Artisans who are accepted will receive notification of any changes. The final handbook must be kept in the booth for reference. The Artisans at Balloon Fiesta tent is located at the north end of Main Street.

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DEADLINES AND IMPORTANT DATES/TIMES

Application Deadlines

Application Available at BalloonFiesta.com:	February 1, 2024
Application Due:	March 31, 2024
Jury Decision Notification Emailed:	April 15, 2024
Acceptance and Payment Due:	May 15, 2024
Liability and Auto Insurance Certificates Due:	August 15, 2024
Cancellation Deadlines for Refunds (<i>fees apply</i>):	July 31, 2024

Check In/Set Up/Clean Up/Check Out Information

Artisan Check In:	October 2 – 3, 2024
Internal Electrical Inspections:	October 3 – 4, 2024
Main Street Closure to Vehicles at 5:00PM:	October 3, 2024
Artisan Clean Up and Check Out:	October 13, 2024

Balloon Fiesta Sessions

1 st Saturday, 1 st Sunday, Thursday, Friday, 2 nd Saturday	AM & PM Sessions
Monday, Tuesday, Wednesday, 2 nd Sunday	AM Sessions Only

APPLICATION PROCESS AND GUIDELINES

Application Process

If you wish to be considered for Artisans at Balloon Fiesta, your completed application must be received via online application by March 31, 2024. All Artisans at Balloon Fiesta applications and paperwork are available on the Albuquerque International Balloon Fiesta, Inc. (AIBF) website at www.balloonfiesta.com.

Selection of Artisans

Applications must include all required information; incomplete applications will not be accepted or considered. Artisan applications are considered unique to each individual or business and any changes in ownership of business will require submission of a new application. All rights or privileges conveyed pursuant to an AIBF Artisan Agreement are nontransferable.

Balloon Fiesta strives to maintain a product mix that best suits the needs of its guests and all applications are reviewed accordingly. The number of applications received generally exceeds the number of spaces available, thus the awarding of artisan agreements will be based on product mix and the perceived ability of an artisan to perform within the constraints of the event. Our event is a family event and AIBF reserves the right to disallow any product. We will endeavor to minimize repetition of competing products whenever possible in order for all of our Artisans to do well, however, there are no exclusive rights granted to Artisans other than the glow product concessionaire and for certain 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.

PRICING, PAYMENT, AND CANCELLATION GUIDELINES

Space Pricing

All spaces are precisely 10', 15', or 20' frontage and 10' deep.

Size	Fee
10' x 10' STANDARD	\$1,700
10' x 10' CORNER	\$2,000
10' x 10' END CAP	\$2,300
15' x 10' STANDARD	\$2,550
15' x 10' CORNER	\$2,850
15' x 10' END CAP	\$3,150
20' x 10' STANDARD	\$3,000
20' x 10' CORNER	\$3,200
20' x 10' END CAP	\$3,800

Permits and Additional Fees

The City of Albuquerque and the State of New Mexico require specific permits for artisans to operate at Balloon Fiesta. Fees for such permits will be payable to either AIBF or directly to the permitting entity. Required permits may include City of Albuquerque Business Registration Permit, Temporary Food Permit, and State of New Mexico Taxation and Revenue Registration.

Additionally, proof of Food Handler/Food Protection Manager Certification will be required for each Temporary Food Permit holder. This certification must be obtained outside of AIBF and will be required in advance of Environmental Health Department (EHD) permit issuance.

Payment Deadline

If you are selected by the jury committee to participate in Artisans at Balloon Fiesta and awarded an Artisan Agreement, required paperwork and payment in full is due by May 15, 2024. If paperwork and/or payment is not received by May 15, per your Agreement, AIBF shall have the right to declare the Agreement terminated and retain any monies paid. If payment and/or paperwork is received and accepted after the May 15 deadline, you will incur a late fee of 15% of the total booth cost. Payment plans may be discussed upon acceptance but include a convenience processing fee of up to 5%.

Cancellations/Refunds

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

Refunds minus a 50% cancellation fee will be issued to Artisans who are selected to participate but cancel by July 31. There are no refunds after July 31. Artisans who cancel by way of nonpayment by payment plan deadlines will not receive any refund.

Returned Payments

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

GENERAL INFORMATION, RULES, RESTRICTIONS, REGULATIONS, AND GUIDELINES

Privacy Policy

In the normal course of business when interfacing with the City and State, AIBF provides basic information such as Artisan business name and contact information to facilitate the issuance of permits or services as needed. Your contact information may also be given to any customer who wishes to contact you directly.

Space Size and Boundaries

Due to the nature of the facilities available, all booths are precisely measured. No awnings, displays, decorations, lighting, signs, shelving, racks, countertops, tables, other appendages, or any product may extend beyond these boundaries.

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

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.

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

Booth Planning

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

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

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

Plan your space so that guests can step in to your booth space and out of traffic flow, as the walkways and aisles can get extremely crowded.

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

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

Due to the nature of the venue, weather can be a factor. Wind may cause tent walls to flap against booths, rain may cause wet floors, condensation and leaks are possible, and drips may occur.

Backstock and display items should be kept up off the ground and covered when possible. It may be beneficial to store backstock items in something other than cardboard boxes, such as plastic bins.

Storage containers, boxes, backstock, etc. must be concealed.

Please be aware that because this is a shared tent space; Navigators/Volunteers or Public Safety Officials may find it necessary to enter your space.

Weather can be chilly in the early morning but can warm up quickly in the afternoons. Some type of heat is planned for the tent, but because this is a shared tent with a limited number of heaters, your booth space may be located very near or far from a heat source. Doors in the tent will also remain open for traffic flow and air circulation. Please plan accordingly and dress in layers.

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

Check-In and Set-Up

Artisans must check in at the Artisans at Balloon Fiesta tent from Wednesday, October 2 through Thursday, October 3, 2024 during the hours of 9:00AM to 4:00PM; the tent will close at 5:00PM each day. Any artisan who

has not checked in by 4:00PM on Thursday, October 3, 2024 will be considered a no show and will forfeit their booth and all payments unless prior arrangements have been made.

Due to last-minute preparations at Balloon Fiesta Park, all Artisans must be in place no later than Thursday, October 3, 2024. At 5:00PM on Thursday, October 5, Main Street, the street in front of the artisan tent, will close to vehicles. No vehicles will be permitted on Main Street after this time.

Though there will be no vehicle access to the tent, you may continue putting finishing touches on your booth on Friday, October 4, 2024. You are welcome to "open" for those people on the field for pilot registration, concessionaires setting up other tents, etc.

Check-Out and Clean-Up

You may begin cleaning up and tearing down your booth space at 11:00AM on Sunday, October 13, 2024. All artisan owned structures must be completely removed no later than 4:00PM on Sunday, October 13, 2024. Any structures remaining beyond that time may be removed and scrapped by Balloon Fiesta personnel. Failure to complete the check-out process and leave your booth space as clean as you found it may jeopardize any future Balloon Fiesta participation.

Gate Hours and Required Hours of Operation

Gates open for guests/general public at 4:30AM and 3:00PM. Since crowds for some of our events are in excess of 90,000 people, guests are advised to arrive at the park by 4:00AM and 4:00PM for weekend events. Since there is no specific line of traffic for Artisans, please plan your arrival to the park accordingly.

The minimum required hours of operations for the Artisans at Balloon Fiesta tent are 5:30AM through 11:00AM for morning sessions and from 4:00PM through 8:30PM for evening sessions, though the tent generally remains open all day on double session days, from 5:30AM to 8:30PM, depending on staffing and willingness of Artisans. The artisan tent will be required to remain open from 5:30AM through 8:30PM on Saturday, October 12, 2024 for Music Fiesta. Booth hours are subject to change based on the business needs of the Artisans as a whole.

Morning sessions are held all nine days of Balloon Fiesta. Evening sessions are held on the first Saturday, the first Sunday, Thursday, Friday, and second Saturday of Balloon Fiesta. There are no evening sessions on Monday, Tuesday, or Wednesday of the event.

It is mandatory that all Artisans are open for the minimum required hours for each session. If your booth is found to be closed at any time during the required hours of operation, a fine of \$500.00 may be imposed and you may not be allowed to return the following year.

First Aid and Security

Public Safety and First Aid are both located mid-field, in the Public Safety Building behind Concession Space #85. The Public Safety Building is staffed 24 hours a day and can be reached by calling 505-821-7300. AIBF assumes no liability for damages caused by theft, vandalism, weather conditions, etc.

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

Change/Bank Facilities/ATMs

ATMs will be located on Main Street; there are no other banking facilities on the grounds. Be sure to have sufficient change on hand.

Admission and Parking

For each booth, Artisans will be provided:

- (1) Concession Parking "C" Pass
- (2) General Parking "F" Passes (or an equivalent number of single session passes)
- (4) All Session Admission Passes (or an equivalent number of single session passes)

Passes will not be replaced if lost or stolen. 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, All Session General Parking “F” Passes, Single Session Parking Passes, All Session Admission, and Single Session Admission may be purchased at face value if available. Pass type and quantity are subject to change based on the determination of AIBF.

The Concession Parking area is available with a “C” Pass only and is located east of Main Street and north of the Main Street Stage. The Concession Parking entrance opens at 2:00AM 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. NO overnight parking is permitted within the “C” Parking Lot.

General Parking is available with an “F” Pass or single session parking permit only and is located in various areas. Refer to the “F” 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. NO overnight parking is permitted within the general parking lot.

Each parking pass, whether in the Concession or General Parking area, is good for only one vehicle in one space. All vehicles parking in any Balloon Fiesta parking area must have a valid parking pass in advance or they must pay the parking fee in the General Parking lot. Parking passes must be displayed in the vehicle at all times while on the premises; do not park your vehicle and remove your pass. Passes are required for all vehicles entering the Park during the set-up process as well as during the event. The only time you may be permitted to enter the Park without a pass will be for your initial check-in.

Artisans should provide all employees with adequate parking passes prior to their arrival to the park, otherwise applicable parking fees will be assessed. Please let employees know that regardless of the area they will park in, they should arrive early for their shifts to try to avoid being stuck in traffic.

For employees and guests accessing the park through general admission gates, be advised that there will be walk-through metal detectors and bag searches in use. To minimize the time it takes for entry to the park, there will be express metal detector lanes for guests without any bags. If bringing a bag is a must, we recommend either a small bag or a clear bag to speed up the bag-check process.

The following are strictly prohibited:

- Parking and/or leaving a vehicle unattended in the fire lane
- Parking overnight and/or staying overnight in any AIBF parking lot or concession areas
- Vehicles or golf carts on Main Street or in Park & Ride area when crowds are present
- Parking in improper sites and/or failure to display a valid parking permit
- Resale of parking and admission passes

Failure to comply with admission and parking rules outlined above may result in vehicles towed at your own expense, immediate removal from Balloon Fiesta, and may jeopardize future Balloon Fiesta participation. Public Safety, Police, FBI, and Department of Homeland Security reserve the right to inspect any vehicle.

Storage Units or Trailers

Overnight parking within an AIBF parking area is prohibited without an onsite overnight storage permit. To park a storage unit/trailer onsite overnight at Balloon Fiesta Park, a request must be submitted to AIBF. Each request will be reviewed on an individual basis and space for onsite overnight storage is limited. Vehicles over 60’ are prohibited.

Approved Product Regulations

Types of products Artisans wish to sell are subject to approval by AIBF. Any products not listed within the Artisan Agreement or “Exhibit A” thereto cannot be sold during Balloon Fiesta unless proposed changes in product mix are submitted in writing to AIBF and are approved in writing by AIBF before the commencement of Balloon

Fiesta. Balloon Fiesta is a family event and any products that are deemed offensive may, at the sole discretion of AIBF, be prohibited.

If modifying your inventory is 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. All artwork exhibited must be original work, created by the artist. Original artists must be present; no representatives and/or agents may replace the original artist. Artisans may display work only in the categories for which they are accepted. If work is exhibited that does not reflect the quality and nature of the work juried, if there are infractions of any sections of the Artisan Agreement or this Handbook, or if the work does not otherwise meet AIBF standards and guidelines, action may be taken. AIBF reserves the right to immediately remove an artisan from Balloon Fiesta Park, without refunding any fees.

In addition, AIBF reserves the right to ask Artisans to remove items that:

- Are not listed on Exhibit A
- Have been misrepresented
- Were not selected by the jury committee
- Are found to be manufactured or imported goods
- Are otherwise inappropriate items for sale at Balloon Fiesta

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.

The following will not be accepted or permitted

- Mass reproductions
- “Buy and sell” merchandise
- Photos/photocopies of artwork
- Framed mechanical reproductions
- Commercial, manufactured, or kit work, including use of commercial molds, patterns, blanks, dies, machined-screened patterns, mass production, factory-produced wearables

Prohibited Products

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

- Alcoholic beverages
- 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 (Coca-Cola is the official soft drink, sports drink, bottled water provider of the Albuquerque International Balloon Fiesta. No other soft drink, sports drink, bottled water may be sold or advertised. Drink supplies for your concession must be purchased from the on-site commissary.)
- Fluid milk and/or cultured dairy products unless:
 - Those products are purchased from DFA Dairy Brands
 - Concessionaire has received written authorization from AIBF at the time the Concession Agreement is executed
- Sportswear that is Hot Air Balloon, Gas Balloon, and/or New Mexico themed or related (e.g. 1972, Balloon Festival, ABQ, Albuquerque, or Balloon Fiesta themes)
- Baseball style caps that are Hot Air Balloon, Gas Balloon, and/or New Mexico themed or related (e.g. 1972, Balloon Festival, ABQ, Albuquerque, or Balloon Fiesta themes)
- Any item related to or referencing 1972, Balloon Festival, or Balloon Fiesta themes
- Jackets
- Glow products (toys or novelty items that illuminate by means of LED, fiber optics, or chemicals)
- Calendars
- Posters
- Balloon rides
- AIBF programs and official products (without a separate agreement from AIBF)
- Any products not specifically approved in your 2024 AIBF Agreement and/or Price List/Exhibit A

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, with appropriate fees 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®	Mass Ascension™	Balloon Glow™
Balloon Fiesta®	The Big One®	Special Shape Glowdeo™
America’s Challenge™	Night Magic Glow™	Special Shape Rodeo™
New Mexico Challenge™	AfterGlow™	Music Fiesta™
Artisans at Balloon Fiesta™	Twilight Twinkle Glow™	

Prohibited Practices

The following are strictly prohibited:

- Sales of knives over four inches
- Use of generators
- Booth sharing
- Sub-leasing of booth space
- Signage, sales, or promotion outside of your booth space
- Drawing or marking on Main Street
- Handwritten or hand painted signs
- Distribution of materials or samples and/or sales of any kind outside of your booth space
- Raffles and other activities involving money for “chance”
- Hawking, defined as peddling goods excessively, especially by calling out
- Use of privately-owned propane tanks
- Parking and/or leaving a vehicle unattended in the fire lane
- Vehicles or golf carts on Main Street or in Park & Ride area when crowds are present
- Parking in improper sites and/or failure to display a valid parking permit
- Parking overnight and/or staying overnight in any AIBF parking lot or concession areas

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. AIBF reserves the right to determine appropriateness.

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

Sound and Scents

Operation of sound equipment, sound movies, bullhorns, televisions, radios, music, or creation of any scents, etc. will 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

Artisans are required to provide and display their own sign denoting booth name. All signs must be professional in appearance and professionally produced; handwritten or hand-painted signs are not permitted. Signs must be proportionate to booth size, be located within the confines of your booth space, and may not block the view of neighboring Artisans. This includes all sign lighting as well. AIBF reserves the right to determine the appropriateness of all signage.

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

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

Artisans may display only one company's signage per space. Absolutely no signage may be displayed outside of your contracted space. Drawing or marking on Main Street to bring attention to your booth space is also prohibited.

Cashless Purchasing Option

All artisans are REQUIRED to offer a cashless purchasing option such as credit cards, etc. You may also accept cash payments.

Shipping of Goods

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

Pets

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

Smoking

By city ordinance, smoking is prohibited within Balloon Fiesta Park.

Camping, Lodging, Motor Homes, and RVs

Sleeping and/or staying overnight in any parking lot or concession area is strictly prohibited. A limited number of RV spaces will be held for accepted Concessionaires. All Concessionaire RV spaces are dry camping with no electrical or water connections.

Tips and Hints for a Healthy Balloon Fiesta

The City of Albuquerque ranges in altitude from 5,000 ft to over 10,000 ft elevation, with Balloon Fiesta Park being approximately 5,073 feet above sea level; anything over 4,000 feet is considered high altitude.

Altitude Sickness occurs when you cannot get enough oxygen from the air at high altitudes. This can cause symptoms such as headache, dizziness, nausea, vomiting, fatigue and loss of energy, shortness of breath, trouble sleeping, and loss of appetite.

- Drink lots of liquids – preferable water – to help replenish your fluids. If you are “thirsty” you are already getting dehydrated
- Try not over exert yourself the first day or two of your arrival
- Limit alcohol consumption. The altitude in Albuquerque increases alcohol's effect
- Apply a broad-spectrum sunscreen (SPF 15 or higher)
- Using lip balm can help protect dry, chapped lips
- Using lotion can help prevent moisture from escaping your body and skin
- Wear appropriate eye protection to protect your eyes from sun and wind
- Dress in layers. Weather can be chilly in the early morning but can warm up quickly in the afternoons
- It may be handy to carry a flashlight for early mornings or evenings
- Take note of where you park your vehicle at Balloon Fiesta Park. Your surroundings can look very different in the dark vs. daylight

UTILITY REGULATIONS

Inspections

An Artisan Navigator will conduct an internal inspection for each booth space. Be sure the Navigator can easily view the configuration of your extension cords, power strips, lights, etc. If you have questions regarding

electricity, please ask before you set it up. Please be patient and understanding, as this is necessary to comply with City requirements and to promote the safety of all Artisans, AIBF staff, and Guests.

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

Environmental Health Regulations

All Artisans selling food and consumable products must also refer to the City of Albuquerque Environmental Health Department Information.

Mandatory Fire Codes

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

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

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

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

Electricity

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

If awarded an Artisan Agreement, you will be required to work with the power available within the confines of the space awarded in your 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. Under no circumstances may you "borrow" power from your neighbor without a specific agreement with the neighbor affected.

The following will be strictly enforced:

- Each artisan is responsible to provide all materials necessary to connect to the utility source
- Altering, direct wiring, stacking multiple plugs, or writing on any Balloon Fiesta electrical boxes is prohibited
- 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 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 three feet in front and 30 inches around. Panelboards must be installed by an electrician
- 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

For electrical issues, questions, or to schedule an electrician, contact an Artisan Navigator. Any additional electrical work that you order will be at your expense and will be billed by AIBF's staff or contracted electrician service.

Refuse

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

Portable Toilets

AIBF will supply portable toilets in the utility area behind the artisan tent for use.

Internet Service

The artisan tent will have shared Wi-Fi access for all participating Artisans.

INSURANCE REQUIREMENTS

*NOTE: If you do not have an ongoing liability insurance policy, there are agencies that provide short term insurance; in the past, some Artisans have used K&K Insurance (800-553-8368), although there are other short-term liability insurance providers as well.

Liability Insurance

Each Artisan must provide AIBF with proof of general and product/premises liability insurance coverage in the minimum amount of \$1,000,000.00.

Under separate certificates, ***the City of Albuquerque, Albuquerque International Balloon Fiesta, Inc., its directors, agents, employees, contractors, and volunteers*** must be named as additional insureds on such insurance.

In addition, the following statement is required on all insurance certificates: ***“The coverage outlined in this certificate of insurance pertains to the insured’s participation as an Artisans at the 2024 Albuquerque International Balloon Fiesta, located at 5000 Balloon Fiesta Parkway NE, Albuquerque, NM 87113, September 23 – October 16, 2024. Albuquerque International Balloon Fiesta, Inc. its directors, agents, employees, contractors, and volunteers, and the City of Albuquerque are additionally insured.”***

Liability insurance certificates are due by August 15, 2024. You are not permitted to check in or begin setting up on site until AIBF receives your current certificate of insurance (COI) that is valid through the entire event.

Automobile Insurance

Each Artisan must provide AIBF a certificate of automobile insurance in the minimum amount of \$25,000.00 per person and \$50,000.00 per accident for each motor vehicle to be used at Balloon Fiesta Park.

Insurance cards are not acceptable; a certificate of insurance with stated amounts is required.

You do not need to name any additional insured on your automobile insurance.

Automobile insurance certificates are due by August 15, 2024. You are not permitted to check in or begin setting up on site until your current Auto Insurance Certificate, valid through the entire event, has been received.

GROSS RECEIPTS AND CASH REGISTER REQUIREMENTS

Gross Receipt Data

Gross receipt data is a mandatory requirement for all Artisans at Balloon Fiesta. Failure to submit Gross Receipt Data to AIBF may jeopardize future Balloon Fiesta participation.

Gross Receipts Taxes

The State of New Mexico Taxation and Revenue Department requires that you have a valid Registration Certificate with a New Mexico Business Tax Identification Number (GRT ID/CRS #). All accepted Artisans must obtain a GRT ID if they do not already have one. Additional information will be provided upon acceptance.

Gross Receipt Taxes are a business matter between you and the State and you are solely responsible for these taxes. AIBF does not collect Gross Receipt Taxes, nor provide Gross Receipt information to the State of New Mexico concerning your operation.

Cash Registers and Gross Receipts Documentation

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

CITY OF ALBUQUERQUE ENVIRONMENTAL HEALTH DEPARTMENT INFORMATION

The following is information provided by the City of Albuquerque Environmental Health Department and is intended to assist Food Concessions in saving time and ensuring a safe and enjoyable Balloon Fiesta for everyone. **You are required to review the following information if you are planning to sell any food or consumable items at the Albuquerque International Balloon Fiesta.** For questions or concerns regarding the following information, please contact the Albuquerque Environmental Health Department:

Albuquerque Environmental Health Department | Consumer Health Protection Division | Temporary Food Vendor Permits
PO Box 1293 | Albuquerque, New Mexico | Phone: 505-768-2638 | Fax: 505-768-2617 or 505-768-2698

REQUIRED FOOD SAFETY TRAINING

Prior to being issued a Temporary Food Permit for participation in Balloon Fiesta, all employees for each accepted Concession shall complete the required Food Safety Training; all employees working during Balloon Fiesta must take the training, even if hired during the event. The link for training will be provided upon acceptance. Concessionaires will be required to bring a list of names of all employees and/or the certificate of completion for each employee to the Mandatory Meeting on Friday prior to Balloon Fiesta in order to receive a permit.

The training will take about 30 minutes and a passing score on the final quiz is required prior to being issued a certificate.

The EHD will automatically be notified each time a person completes the training. To receive credit for your employees, be sure they complete the information page at the end of the training and use the Booth Name from your permit application as the Business Name on the form.

All certificates of completion must be kept in the booth and available for inspection by EHD staff.

TEMPORARY FOOD PERMITS AND INSPECTION REPORTS

Permit Type	Foods Allowed	Fees
Temporary Food SERVICE	Individual portion service including prepared hot foods	\$25*
Temporary RETAIL Food	Packaged foods such as jams, jellies, salsa, cookies, cut produce, eggs	\$50*
Multiple Permits Needed	When offering food items from multiple categories above, each permit type must be submitted	Individual fees apply per application

**Fees subject to change*

Temporary RETAIL Food Permits

This permit is required when distributing packaged items. Packaged items include but are not limited to cookies, cakes, jams, jellies, eggs, and jarred salsa. With a RETAIL Permit, there is no on-site assembly or preparation of food.

Temporary Food SERVICE Permits

This permit is required when distributing portion-service food outside of a permitted establishment. Portion-service food includes but is not limited to hamburgers, hot dogs, burritos, and sandwiches. Generally, there is some on-site assembly of foods during the event.

Additional Documentation

So that participating concessionaires can be properly vetted, the following is required for any concessionaire coming from a jurisdiction outside of the City of Albuquerque:

- Copy of current health permit from local jurisdiction
- Copy of most recent health inspection report (within the past year)
 - If it is a mobile food unit, a copy for both the mobile unit and commissary will be required
- Receipts and invoices verifying food items are from an approved source may be required
- Additional documentation as requested

Issuance of Permits

Permits will be issued to individual Concessionaires at the Mandatory Food Concessionaire Meeting on Friday, October 4, 2024.

Once issued, your health inspection permit and any other permit required by COA agencies must be prominently displayed for the public to see, specifically in the front part of your booth and readily visible to the public.

Inspections

Pre-Inspections will occur on the Friday before Balloon Fiesta. Inspections will verify that all structural, sanitation, food storage, food source, refrigeration, three-compartment sinks, sanitization buckets, thermometers, etc., and safety requirements are met. An inspection report will be issued and only once a passing grade is received can food preparation begin.

In the event requirements are not met by Friday, October 4, 2024, follow up inspections will be conducted Saturday, October 5, 2024 beginning at 5:00AM. If your operation meets the minimum requirements on the Albuquerque Environmental Health Department checklist, you may begin selling. However, if you begin operations and do not meet the requirements, you may have to destroy any food prepared under conditions that requirements were not met.

Each booth is subject to inspection throughout the event and inspections will not be scheduled ahead of time.

BOOTH CONSTRUCTION REQUIREMENTS

Materials

All materials must be fire retardant and/or sprayed with fire retardant chemicals.

Floors

All floors for food concessions shall be composed of fire resistant and easy to clean materials. No carpeting, cardboard, AstroTurf, or tarp material is permitted. Washable floor mats and runners are okay if kept clean. Booth floors, trailers, or mobile units shall have spill retaining construction to contain spills within the booth. Wastewater running into areas outside of your booth, trailer, or mobile unit is grounds for immediate closure and permit suspension.

Walls and Ceilings

Food concession booths/structures must be a minimum of three sided with waterproof ceilings that drain away from the interior of the booth. Walls must be made of fire-retardant, easily cleanable materials and must be covered or screened from floor to ceiling with the exception of the customer service area.

Food Guards

Food Guards are required where food is exposed or accessible to the public. Heat generating equipment and/or equipment with open flame such as grills, shall be separated four feet from the public or fenced off. Additionally, grills are required to have covers.

Hoods

Ventilation and hoods may be required based on the type of cooking equipment and procedures used.

TEMPORARY FOOD VENDOR GENERAL INFORMATION

Compliance

Immediate corrective action on any identified deficiencies by the EHD is expected and enforced. Failure to comply with food safety concerns will result in suspension of temporary food permit(s) and removal from Balloon Fiesta. The same rules applicable to restaurant facilities apply to temporary events.

Food Handler/Food Protection Manager Certification and Training

Proof of Food Handler or Food Protection Manager Certification will be required for each Temporary Food Permit holder and must be provided in advance of EHD permit issuance. Food handler or food protection certification is also required for each designated person in charge during all hours of operation.

All persons in charge must be able to demonstrate food safety knowledge and be on site during all hours of operation. Persons in charge are responsible to distribute any necessary information to employees and must ensure that all employees comply with all food sanitation requirements.

The permit holder must provide training to all employees and must maintain a record of the training. This may be achieved with the same food safety training they have taken in the past. It is recommended that food handler safety guides be posted and available in the booth for reference during the event.

Prohibited Menu Items

Foods containing cannabis, raw seafood or shellfish, sprouts, and sushi menu items are prohibited.

Utensils for Customers

Only single service items shall be provided for customer use. Utensils must be kept protected from contamination such as dust and insects. Straws must be individually wrapped.

Potentially Hazardous Foods

Potentially hazardous foods, or PHFs, are foods that are commonly associated with food borne illnesses due to their ability to grow bacteria. Typical PHFs are meats, poultry, fish, cream fillings, cheese, eggs, rice, potatoes, cooked pastas, vegetables, and beans. Keeping these foods away from the temperature danger zone (40°F to 140°F) can reduce the potential of a food borne illness. Cooking and reheating should be to 165°F, hot holding food temperatures should be kept at 140°F or higher; cold holding food temperatures should be kept at 40°F or lower. These temperatures are not to be confused with refrigeration settings.

Food and Beverage Source

All potentially hazardous foods such as meats, poultry, fish, cheeses, and vegetables shall be from a commercially permitted facility. Milk, milk products, and egg products must be pasteurized.

USDA Requirements

All meat/poultry/eggs/catfish must be from a Federally inspected source. Any Concessionaire bringing food across state lines must be Federally inspected to do so. All foods must be prepared in an approved facility.

Approved Facilities

An approved facility is any area that has been issued a health permit to operate as a food service establishment. This includes restaurants, mobile food units/trucks, processors, and permitted commercial suppliers. Home cooking or food preparation in a hotel/motel, RV, or similar premises is prohibited.

Food Protection

All food and drinks shall be kept covered and protected with either a food guard or wrapped to prevent contamination from insects, dust, rain, the public.

All food and drinks shall be stored a minimum of six inches off the ground or floor and covered to protect against contamination, inclement weather, and spills. For food code purposes, any area that is walked on is considered floor/ground.

Potentially hazardous food should never be thawed at room temperature. Thawing is only permitted using refrigeration, under cold running water, or in a microwave if it is cooked immediately.

Carry-over of precooked food or food items left overnight are prohibited. The EHD may restrict the sale of some menu items based upon equipment availability and operational conditions to maintain food safety and protect the public.

Prevention of Cross Contamination

Raw food items shall be stored away from cooked food items or vegetables. Meat species (beef, pork, chicken, turkey, etc.) must be stored in separate containers. Knives and cutting boards must be washed and sanitized after each use.

Exotic Meats, Farmed Wild Game Meats, Fish

As per ordinance, these food items are prohibited under a Temporary Food Permit. An exception may be considered if you submit an application with supportive documentation for such menu or food items by June 15, 2024. The application shall include a letter from the supplier, your booth layout and a listing of commercial equipment used. No exceptions will be made. These products are limited to commercially processed and distributed products with proof of having met USDA, FDA and any other regulatory agency requirements for processing plants. The EHD reserves the right to restrict and/or deny menu items and impose additional, structural, equipment, and operational requirements to ensure food safety practices to protect the public's health.

Chemical Storage

Chemicals and toxic items, including sanitizers, must be properly labeled and stored below and away from food, food utensils, and food contact equipment of single service items.

Liquid Wastewater and Grease Disposal

AIBF will provide individual containers for gray water and shared containers for grease disposal as needed. To dispose of gray/waste water, use only the gray water tank at your specific booth location and transport liquid wastewater from your booth to the gray water disposal tank in covered containers. Grease waste may be disposed of only in specific grease disposal containers.

Any waste disposal on the ground may cause your health permit to be suspended, the operator may be cited, and may be grounds for booth closure or removal from Balloon Fiesta.

Solid Waste Disposal

Food concession operators shall keep food preparation and storage areas free of litter. A minimum of two covered garbage cans within the food preparation area is required. Absolutely no dumping or leaking on the ground will be permitted.

Water Hoses

Hoses must be food grade water hoses and must be connected to the source with an anti-siphon device. Food grade hoses may be available at local RV supply stores.

Ice and Ice Chest Use

Ice machines shall not be used for storing food. Use of ice scoops is required to dispense ice into beverages. Ice scoops should always be stored in a covered container on the outside of the ice chest, ice bin, or ice machine.

Ice must be from potable water and an approved source. Ice used for beverages or food ingredients may not be used for food storage.

When ice chests are used for food storage, all food items must be kept at safe temperatures and be protected from contamination. Food must never be in direct contact with the ice, and the food packaging shall protect the food from melted ice and condensation within the cooler. Ice chests for storage of food must drain.

Equipment and Operations

NSF Standard Seven equipment is designed for limited use and will only be permitted to store beverages. Commercial type gas or electric refrigeration equipment is required for the storage of all potentially hazardous foods such as meats, poultry, eggs, fish, vegetables, dairy products, farmed raised game meats, fish, etc.

Sanitizer

Sanitizer formula supplied by AIBF's preferred supplier is the only sanitizer that may be used during Balloon Fiesta. Calibrated dispensers will be used to distribute correct quantities and concentrations. Sanitizer must be changed as needed and test strips will be made available to monitor concentrations for inspections and throughout operating hours.

Use the same sanitizer chemical listed above to sanitize equipment surfaces, counter tops, and service areas. Prepared sanitizing solution may be placed in either a bucket or in a spray bottle; both should be labeled with the name of the sanitizer. The solution should be prepared fresh both daily and when it becomes soiled.

Wiping cloth towels shall be kept in the sanitizer bucket at all times. Paper towels to wipe surfaces may only be used when using sanitizing solution in a spray bottle.

Sanitizing Equipment and Three Compartment Sinks

A three-compartment sink set up is required for all food concessions and must be set up and ready for use during all hours of operation. The correct dishwashing procedure is WASH in soapy water first, RINSE in clear water, SANITIZE by letting the dish soak in the sanitizing solution for at least one minute, then AIR dry food utensils and equipment. Sanitizer must be tested with appropriate test strips.

A commercial three-compartment sink is required for all food concessions having potentially hazardous food menu items. Open drains are required to drain into a liquid waste-holding unit. Each container/basin or sink must be clearly marked.

Refrigeration Thermostats Setting

Refrigeration thermostats should be set to 38°F, meaning the refrigerator ambient/inside air temperature should be 38°F or colder. Freezer thermostats should be set to 0°F, meaning the freezer ambient/inside air temperature should be 0°F.

Thermometers

All hot and cold holding units must have visible ambient air thermometers. Hanging thermometers are required in all refrigerators and freezers to monitor the units' internal temperatures.

Calibrated metal stem thermometers are required for testing food temperatures.

Hand Washing Facilities

Each concession shall have a minimum of 15-gallon capacity, gravity-fed, hand washing station with a spout at the bottom of the container, soap, paper towels, and a trash can. Handwashing stations must be set up at the very beginning of every shift. No food preparation or service may begin until handwashing stations are functioning.

Personal Hygiene Practices

All persons working with food shall wash their hands and arms prior to starting to work, after a break, after restroom use, between tasks, and when hands and arms are soiled. Bare hand contact is prohibited with ready-to-eat foods; Gloves must be worn and changed when moving from one task to another and when they are soiled

or damaged. Employees handling currency should wash hands prior to working with food or handling ready to eat food.

All employees must wear clean clothing and keep all hair, including facial hair, restrained by a hairnet, hat, bun, beard guard, etc.

Food employees may not wear jewelry on hands, wrists, or exposed body parts. The only exception is a plain ring such as a wedding band. False fingernails and nail polish are prohibited.

Ill employees are prohibited from working with food.

Eating, drinking, smoking, and sleeping are prohibited within food concession booths.

Employee drink containers must have a tight cover and a straw and must be stored in a designated area. Personal food items must be stored in a separate container and clearly marked.

Personal property such as coats, jackets, and purses shall be stored away from food and food products.

Pest Control

Each booth operator must control insects in the preparation and service areas. Only contact poison such as pyrethrum or allethrin may be used. Do not spray booth while food is open or exposed to chemical contamination from spraying.

REQUIRED FORMS

All potential Concessionaires must complete and submit required forms in to the online application. The following described forms can be found at the end of the Handbook.

Exhibit A

All potential Concessionaires must complete Exhibit A and upload it in the online application. Exhibit A must include descriptions and retail prices for the items you plan to sell at Balloon Fiesta. If you are a selected concessionaire, Exhibit A will become a part of your agreement and you are not permitted to sell any products not specifically listed on Exhibit A, so please be thorough.

Handbook Acknowledgement Form

All potential Concessionaires must complete the Handbook Acknowledgement Form and upload it in the online application.

2024 ARTISANS AT BALLOON FIESTA HANDBOOK ACKNOWLEDGEMENT FORM

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

ARTISAN BOOTH NAME

ARTISAN PRINTED NAME

ARTISAN SIGNATURE

DATE