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2024 CONCESSIONAIRE HANDBOOK

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®
4401 ALAMEDA BLVD NE
ALBUQUERQUE, NM 87113
PHONE: 505.821.1000
FAX: 505.828.2887

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.** This handbook is subject to change. Concessionaires who are accepted 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.

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DEADLINES AND IMPORTANT DATES/TIMES

Deadlines

Concession Application Available at BalloonFiesta.com:	February 1, 2024
Applications Due:	April 30, 2024
Acceptance Emailed:	May 15, 2024
Acceptance and Payments Due:	June 15, 2024
Liability and Auto Insurance Certificates Due:	August 15, 2024
Cancellation Deadlines for Refunds (<i>fees may apply</i>):	
Booth Deposit:	June 15, 2024
Booth Fees:	July 31, 2024

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

Anticipated Concession Check-In and Set-Up (<i>subject to change</i>):	September 23 – October 3, 2024
Inspections	October 2 – 4, 2024
Main Street Closure to Vehicles at 5:00PM:	October 3, 2024
Concession Clean-Up and Check-Out:	October 13 – 15, 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 for Merchandise or Commercial Food Concessions

If you wish to be considered for a concession space, your completed application must be received via online application by April 30, 2024. All concession applications and paperwork are available on the Albuquerque International Balloon Fiesta, Inc. (AIBF) website at www.balloonfiesta.com.

Selection of Concessionaires

Applications must include all required information; incomplete applications will not be accepted or considered. Concession applications are considered unique to each individual or business and any changes in ownership of businesses will require submission of a new application. All rights or privileges conveyed pursuant to an AIBF Concession 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 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 AIBF reserves the right to prohibit any product. We will endeavor to minimize repetition of competing products whenever possible, however there are no exclusive rights granted to Concessionaires other than those outlined within the Handbook, Exhibit B of your Agreement, and for certain Official Sponsors.

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 cooperation is mandatory.

PRICING, PAYMENT, AND CANCELLATION GUIDELINES

Space Pricing

Spaces are sold by 10' frontage and are minimum 40' deep. Additional fees for premium locations may apply.

Merchandise Concessions:

Size	Fee	Deposit
10' frontage STANDARD	\$4,000	\$400
20' frontage STANDARD	\$8,000	\$900
30' frontage STANDARD	\$12,000	\$1,400
40' frontage STANDARD	\$16,000	\$1,900
20' frontage CORNER	\$12,000	\$1,400
30' frontage CORNER	\$16,000	\$1,900
40' frontage CORNER	\$20,000	\$2,400
20' frontage STAGE/BRICK WALKWAY CORNER	\$13,000	\$1,400
30' frontage STAGE/BRICK WALKWAY CORNER	\$17,000	\$2,400
40' frontage STAGE/BRICK WALKWAY CORNER	\$21,000	\$2,900

Commercial Food Concessions:

Size	Fee	Deposit
10' frontage STANDARD	\$4,500	\$400
20' frontage STANDARD	\$9,000	\$900
30' frontage STANDARD	\$13,500	\$1,400
40' frontage STANDARD	\$18,000	\$1,900
20' frontage CORNER	\$13,500	\$1,400
30' frontage CORNER	\$18,000	\$1,900
40' frontage CORNER	\$22,500	\$2,400
20' frontage STAGE/BRICK WALKWAY CORNER	\$14,500	\$1,400
30' frontage STAGE/BRICK WALKWAY CORNER	\$19,000	\$2,400
40' frontage STAGE/BRICK WALKWAY CORNER	\$23,500	\$2,900

Permits and Additional Fees

The City of Albuquerque and the State of New Mexico require specific permits for concessionaires 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, Fire Inspection 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 awarded a Concession Agreement, required paperwork and payment is due by June 15. If paperwork and/or payment is not received by June 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 June 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%.

Standby List

Concessionaires that are not selected to participate will automatically 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 wishes to opt off the "Standby List", they may request a deposit refund in writing via email. Deposit refunds will be issued within four weeks of AIBF's receipt of the written deposit refund request.

Cancellations/Refunds

A Concessionaire desiring to cancel their Agreement must do so in writing via email stating the reason for cancellation.

For Concessionaires who are selected to participate but cancel prior to June 15, AIBF will issue a booth deposit refund, minus a 50% cancellation fee.

For Concessionaires who are selected to participate but cancel prior to August 1, AIBF will issue a refund of the booth deposit and booth fee, minus a 50% cancellation fee.

There are no refunds after August 1. Concessionaires who cancel by way of nonpayment by payment plan deadlines will not receive any refund.

Returned Payments

NSF payments will incur a \$40.00 fee. All payments after a returned payment must be paid with certified funds (money order, cashier's check, cash, credit card).

GENERAL INFORMATION, RULES, RESTRICTIONS, REGULATIONS, AND GUIDELINES

Privacy Policy

As in the normal course of business, when interfacing with the City and State, AIBF provides basic information such as Concessionaire 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, all sites measure precisely 10' frontage and are a minimum of 40' deep. Sites 25 to 144 are approximately 40' deep; Sites 1 to 24 and 145 to 176 are between 50' and 60' deep. All boundaries are marked.

No awnings, tents, tanks, hitches, overhangs, lighting, signs, countertops, umbrellas, tables, racks, shelving, any product, etc. 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. Further, Concessionaires using smoking and cooking devices must have satisfactory ventilation; smoke billowing into neighboring booths will not be tolerated and may jeopardize future participation.

Concessionaires are responsible for keeping their booth space and the area immediately surrounding their space in a neat and clean condition. Additionally, Concessionaires are responsible for any damage that may occur to the surface of the asphalt/millings. To avoid fees associated with such damage, bring any pre-existing damage to the attention of AIBF personnel or representatives.

Concessions located at corner spaces may be asked to alter business operations at times so that lines are not impeding the flow of an ingress to/egress from the park.

Concessionaires agree they shall not do anything by reason of operation or behavior that will injure, endanger, or impede adjacent concessions/Concessionaires, displays, agents of AIBF, or guests of Balloon Fiesta.

Utility Service Corridor

The only items permitted in the utility corridor are portable toilets, propane tanks, gray water tanks, grease receptacles and ice machines. Placement of other items within the utility service corridor may be considered on a case-by-case basis. If objects other than approved items are placed in the utility corridor, they will be removed at the Concessionaire's expense.

Concessionaires are permitted to place a paracord or bungee cord and signage stating "Authorized Personnel Only" at the opening on the fire lane fencing to keep guests out of the utility corridor. Cords placed at the openings must have slack in them and require less than 15lbs of force to be removed.

On-Site Concession Office

Located mid-field, behind concession space #85.

Check-In and Set-Up

Concessionaires may check in at the On-Site Concession Office, September 23 to October 3, 2024, 9:00AM to 4:00PM, Monday through Friday. Once the initial check in process is complete, Concessionaires may set up from 7:00AM to 6:00PM daily. Concessionaires must use the north entrance at Gate #4. Check in dates and times are subject to change.

Main Street is very busy during set up. Just because there is an open space across the street or next to you, that doesn't mean there won't be an Exhibitor or Concessionaire moving in. Be courteous and don't block Main Street or entryways.

Washing and cleaning equipment during setup/teardown is prohibited. Be considerate and don't impede neighboring booth spaces with water and debris. Failure to comply may result in a fine or being removed from your participation in Balloon Fiesta.

If you have a need for overnight storage of a vehicle or trailer onsite during the set-up period only, please contact the Concession Manager for arrangements prior to arrival on site. Vehicles left overnight without prior authorization are subject to towing at the owner's expense.

Due to last minute preparations at Balloon Fiesta Park, Concessionaire set-up must be completed no later than Thursday, October 3, 2024. At 5:00PM on Thursday, October 3, 2024, 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 13, 2024. All Concessionaire structures must be completely removed no later than 4:00PM, Tuesday, October 15, 2024. Any structures remaining beyond that date (without prior approval from the Concession Manager) may be removed and scrapped by Balloon Fiesta personnel.

If stakes have been driven in-to the asphalt to secure tents, all damage must be repaired prior to checking out; if damage is not repaired, additional fees may apply. Your concession space will be inspected once you vacate. Failure to leave your booth space as clean as you found it may result in a fine and may jeopardize future Balloon Fiesta participation.

Tent Requirements

For those concessions using tents, only white "pagoda" style tents with high, conical peaks are permitted at Balloon Fiesta Park.

Some concessionaires choose to place pop up tents and/or canopies BEHIND the above-described required tent type, which may be acceptable only if adequate weight is placed on each leg to anchor. AIBF reserves the right to reject any inadequate tents and/or anchoring and to require their removal from Balloon Fiesta Park.

The pictures below are examples of the required tent style.



Tents should be the appropriate size to fit your booth space to whatever depth you wish to use, and most Concessionaires opt to have walls on all sides so the tent can be closed and secured when the concession is not operating. It is highly recommended that you have adequate lighting both inside and outside your tent.

All tents MUST be bonded and grounded. All tent material shall meet IFC Section 2404.2, NFPA 701, or CPAI84.

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

Pricing and information for this year's AIBF preferred tent company will be provided upon acceptance, though you may utilize any tent company you choose. All tent companies must agree to specific guidelines prior to gaining access to Balloon Fiesta Park for any set up/removal process. Tent Companies other than AIBF's preferred tent company may not begin tent set up until Monday, September 16, 2024; Concessionaires should schedule check in and set up accordingly. Outside tent companies must remove tents upon the conclusion of Balloon Fiesta. All outside tent company structures must be removed no later than Wednesday, October 16, 2024.

Gate Hours and Required Hours of Operation

Gates open for guests at 4:30AM and 3:00PM. Crowds for some of our events can exceed 90,000 people, and guests seem to arrive earlier and earlier for parking each year. There is no specific traffic lane for concessionaires, so plan your arrival to the park accordingly.

The minimum required hours of operation for concessions are 5:30AM to 11:00AM for morning sessions, and 4:00PM to 8:30PM for evening sessions. Staffing from 11:00AM to 4:00PM is at your discretion. Music Fiesta will be held on Saturday, October 12, 2024. You are highly encouraged to remain open 5:30AM through 8:30PM the day of Music Fiesta.

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

First Aid and Public Safety

Public Safety and First Aid are 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.

Change/Bank Facilities/ATMs

ATMs are located on Main Street; there are no other banking facilities on the grounds and the Concessions offices will not offer change. Be sure to have sufficient change on hand.

Admission and Parking

For each 10' of frontage, Concessionaires will receive:

- (1) Concession Parking "C" Pass
- (4) 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 parking and admission passes 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 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 pass 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 a 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 visibly 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.

Concessionaires should provide all employees with adequate parking and admission passes prior to their arrival to the park, otherwise applicable 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 the thick of the 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 time 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 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.

Deliveries

To have goods delivered to Balloon Fiesta Park, all Concessionaires or service supply companies must submit a request for a Service Vehicle/Delivery Pass to AIBF. Each request will be reviewed on an individual basis. If permission for a Service Vehicle/Delivery Pass is granted, it can be purchased at face value. 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 of delivery rules will be cited and vehicles may be towed at your expense.

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.

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.

Golf Carts

If you wish to use a golf cart/motorized vehicle ("golf cart") on the premises during Balloon Fiesta, a request must be submitted to AIBF. 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. If permission to use a golf cart is granted, you will be invoiced for golf cart rental as well as a permit (TBD). Unauthorized golf carts/vehicles will be towed.

Approved Product Regulations

Types of products that Concessionaires wish to sell are subject to approval by AIBF. Any products not listed within the Concession 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 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. If there are infractions of any sections of the Concession Agreement or this Handbook, violators may be subject to immediate removal from Balloon Fiesta Park. In the event a Concessionaire is asked to leave, refunds will not be given.

AIBF reserves the right to ask Concessionaires to remove items that are not listed on Exhibit A, have been misrepresented, or are found to be otherwise inappropriate items for sale at Balloon Fiesta.

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" without advance permission/license
- Hawking, defined as peddling goods excessively, especially by yelling or 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 work, set-up, or tear-down. If you have older children with you, do not allow them to wander the grounds unsupervised.

Weather Preparedness

Because of the nature of the venue, weather can be a factor. Wind may cause tent walls to flap, rain may cause wet floors, condensation and leaks are possible, and drips may occur. To minimize potential damage to your products, back stock and display items should be kept up off the ground and covered when possible.

Mascots

Mascots will be permitted with prior authorization only. Contact the Concession Manager for details.

Sound and Scents

Operation of sound equipment, sound movies, bullhorns, televisions, radios, music, or creation of any scents, etc. shall not be permitted when AIBF, in its sole discretion, determines such conduct 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 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 concessions. This includes all sign lighting. "Wind slits" in banners are highly recommended. 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.

Concessionaires 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 prohibited.

Cashless Purchasing Option

All Concessionaires 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 Concessions Manager prior to arranging any shipments. Shipments that have not been pre-arranged 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

City and State entities including Environmental Health, Fire Marshal, Electrical, and Propane, will conduct inspections in the week leading up to and throughout Balloon Fiesta.

No concession may open for business until all necessary inspections have been completed and passed. Any concession failing 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 Concessionaires selling food and consumable products must also refer to the City of Albuquerque Environmental Health Department Information.

City of Albuquerque Mandatory Fire Codes

General Fire Safety

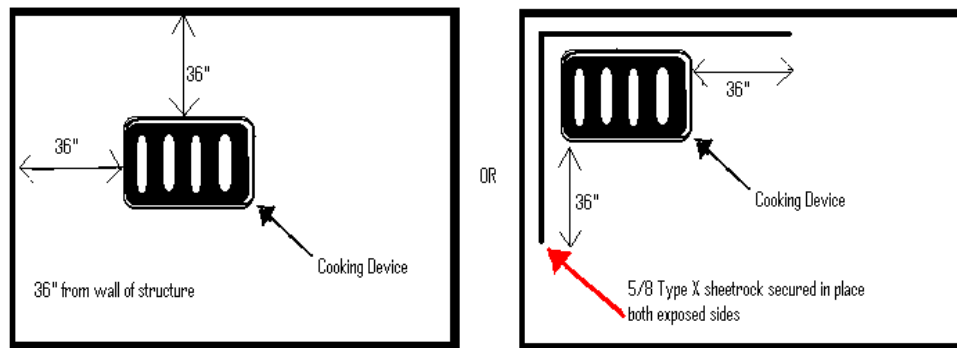
1. Every tent, booth, structure, concession vehicle area or section, shall have available at least one (1) hand-held fire extinguisher with a minimum rating of 2A:10BC. Such extinguisher shall be currently inspected and be tagged showing its annual servicing.
2. Sidewalls, drops, and tops of all tents, 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 Concession Row. Smoking is not allowed any closer to Concession 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 strips" 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 concession. 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. 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 by spraying soapy water 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 concessions shall submit a tent floor plan for approval by the Albuquerque Fire Marshal's Office.
13. All mobile food concessions shall have a current valid permit from the Albuquerque Fire Marshal's Office PRIOR to the event.
14. All mobile food concessions utilizing a Hood Suppression System (if cooking with grease) must have proof of inspection within the past six months.

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

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

If awarded a Concession 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. All connections must meet building and safety code standards. All City of Albuquerque electrical guidelines must be followed.

Under no circumstances may you "borrow" power from other Concessionaires without a specific agreement with the Concessionaire affected. "Stealing" power may be grounds for expulsion from Balloon Fiesta.

The following will be strictly enforced:

- Concessionaires are responsible to provide all materials necessary to connect to the utility source
- Altering, direct wiring, stacking multiple plugs, or writing on AIBF 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
- 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
- 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 the On-Site Concession Office. Additional electrical work will be at your expense and will be billed by AIBF’s staff or contracted electrician.

Propane

If propane is to be used, AIBF will work with the selected propane supplier to provide up to one propane tank per booth where requested. Concessionaires will be charged directly for set up/connection fees, labor, necessary materials, additional tanks/set up fees, and propane. Due to City and/or State regulations, no privately-owned tanks may be used at Balloon Fiesta Park.

Fresh Water/Gray Water

Hose bibs for water are available near the rear of your concession space in the utility corridor. Concessionaires are responsible for furnishing no less than 5/8” food grade hoses as well as anti-siphon devices to connect to the water source. Food grade hoses may be available at local RV supply stores. AIBF reserves the right to disconnect and remove leaky hoses.

If a gray water tank is needed, Balloon Fiesta will provide one tank per booth where requested; Additional tanks may be available for a fee. Gray water must be disposed of properly and in your designated receptacles; under no circumstances may you “borrow” gray water tanks from other Concessionaires without a specific agreement from the affected Concessionaire. Gray water tank pumping is not an on-demand service and is only offered once per day (following the morning sessions).

Recurring water issues, disposing of water on the ground, or water running outside of your booth space will not be tolerated. When necessary, a fine of up to \$500 per occurrence may be imposed and could be grounds for immediate closure, suspension of permits, citation and or/removal from Balloon Fiesta and may jeopardize future Balloon Fiesta participation.

To schedule a plumber or for hose bib issues, contact the On-Site Concession Office. Any plumbing work you order will be at your expense and will be billed by AIBF's staff or contracted plumbing service.

Grease

Grease must be disposed of in designated receptacles only. Shared grease receptacles are located behind concession spaces in the utility corridors. Additional receptacles may be available for an additional fee. Only grease may be disposed of in grease receptacles.

Refuse and Recycling

Refuse and recycling must be disposed of in designated receptacles only. Dumpsters for each are located behind Concession Row. 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 ultimately responsible for your own refuse and recycling.

Concessionaires selling food shall keep food preparation and storage areas free of litter. A minimum of two covered garbage cans within the food preparation area are required.

Disposing of waste of any kind on the ground or in public trash barrels is prohibited. When necessary, a fine of up to \$500 per occurrence may be imposed and could be grounds for immediate closure, suspension of permits, citation and or/removal from Balloon Fiesta and may jeopardize future Balloon Fiesta participation.

Ice

AIBF will provide contact information for the ice supplier selected to support Balloon Fiesta. If you choose to order ice, you are required to use this supplier.

Portable Toilets

AIBF will provide contact information for the portable toilet supplier selected to support Balloon Fiesta. If you choose to order a portable toilet, you are required to use this supplier.

Internet Service

AIBF will provide information for the supplier selected to support Balloon Fiesta.

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 Concessionaires have used K&K Insurance (800-553-8368), though there are other short-term liability insurance providers as well.

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.

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 a Concessionaire 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.

Liability Insurance for Food Concessionaires

Each commercial food Concessionaire must provide AIBF 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.

Under separate certificates, ***the City of Albuquerque, KAWA Management, Albuquerque International Balloon Fiesta, Inc., its directors, agents, employees, contractors, and volunteers*** must be named 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 2024 Albuquerque International Balloon Fiesta, located at 5000 Balloon Fiesta Parkway NE, Albuquerque, NM 87113, September 23 – October 16, 2024. KAWA Management, 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 Concessionaire must provide 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 Concessionaires 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 Concessionaires must obtain a GRT ID if they do not already have one.

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 Concessionaires must use an electronic cash register or similar machine (Square/iPad, etc.) for all sales. Concessionaires may be required to submit register “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:

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
<i>*Fees subject to change</i>		

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

If flooring is used in food concession booths, all floors 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.

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 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.

EXHIBIT A

2024 CONCESSION PRICE LIST

INCLUDE DESCRIPTIONS & RETAIL PRICES FOR THE ITEMS YOU PLAN TO SELL AT BALLOON FIESTA.

CONCESSION BOOTH NAME: _____

ITEM/DESCRIPTION OF PRODUCT	RETAIL PRICE OF ITEM

IF NECESSARY, YOU MAY USE MORE THAN ONE SHEET FOR YOUR PRICE LIST.

ITEMS AND PRODUCTS SPECIFICALLY PROHIBITED IN THE ALBUQUERQUE INTERNATIONAL BALLOON FIESTA CONCESSIONAIRE HANDBOOK OR WHICH ARE NOT INCLUDED HEREIN MAY NOT BE SOLD. A PARTIAL LISTING OF PROHIBITED ITEMS MAY BE FOUND IN EXHIBIT B.

2024 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, 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.

CONCESSION BOOTH NAME

CONCESSIONAIRE PRINTED NAME

CONCESSIONAIRE SIGNATURE

DATE