



2026 ARTISAN HANDBOOK

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®
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The Artisan Handbook contains pertinent rules, regulations, requirements, and guidelines that govern the operations of the Albuquerque International Balloon Fiesta to maintain order and facilitate appropriate activities surrounding the event. It is the responsibility of each Artisan to understand and follow policies and procedures. All regulations will be strictly enforced and cooperation is mandatory. **Please read the entire handbook carefully.** This handbook is subject to change. Accepted Artisans will receive notification of any changes. The final handbook must be kept in the booth for reference.

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DEADLINES AND IMPORTANT DATES/TIMES

Deadlines

Application Available at BalloonFiesta.com:	March 1, 2026
Application Due:	April 15, 2026
Jury Decision Notification Emailed:	May 15, 2026
Acceptance and Payment Due:	June 15, 2026
Insurance Information Due:	August 15, 2026
Cancellation Deadlines for Refunds (<i>fees apply</i>):	July 15, 2026

Check In/Set Up/Tear Down/Check Out Information

Anticipated Check In and Set Up (<i>subject to change</i>):	September 30 – October 1, 2026
Internal Inspections:	October 1 – 2, 2026
Main Street Closure to Vehicles at 5:00PM:	October 1, 2026
Tear Down and Check Out:	October 11, 2026

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 SELECTION OF ARTISANS

Application Process

To be considered for a artisan space, completed applications must be received via online application by April 15. All artisan 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 and deposit; incomplete applications will not be accepted or considered. Artisan applications are considered unique to each applicant or business, and any changes in ownership of businesses will require submission of a new application. All rights or privileges conveyed by an AIBF Artisan Agreement are nontransferable.

Balloon Fiesta strives to support 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 a artisan to perform within the constraints of the event. AIBF is a family event and reserves the right to prohibit any product. We will try to minimize repetition of competing products whenever possible, however there are no exclusive rights granted to Artisans other than those outlined within the Handbook, Exhibit B of the Agreement, and for certain Official Sponsors.

PRICING, PAYMENT, FEES, AND CANCELLATION GUIDELINES

Space Pricing

Spaces are precisely 10', 15', or 20' frontage and 10' deep. Additional fees for premium locations may apply.

Size	Space 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
20' x 10' STANDARD	\$3,000
20' x 10' CORNER	\$3,200
20' x 10' END CAP	\$3,800

Permits and Additional Fees

Specific permits including City of Albuquerque Business License, Fire Marshal Permit, Temporary Food Permit, and State of New Mexico Taxation and Revenue Registration are required to operate at Balloon Fiesta. Fees for such permits are in addition to space fees and will be payable to either AIBF or directly to the permitting entity.

Additional certification and information is required for any Artisan desiring to sell food and consumable items (herein referred to as a Commercial Food Concession) as outlined in the City of Albuquerque Environmental Health Department Information included herein.

Payment Deadline

If selected as an Artisan, required paperwork and payment is due by June 15. Payment plans may be available upon acceptance but will include a convenience processing fee.

Cancellations/Refunds

Artisans wishing to cancel their Agreement must do so in writing via email stating the reason for cancellation.

Artisans who are selected to participate but cancel prior to July 15 will be issued a refund of the booth fee, minus a 50% cancellation fee. Booth fees will not be refunded after July 15 for any accepted Concessionaire.

Artisans who cancel by way of nonpayment by payment plan deadlines will not receive any refund.

Returned Payments

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

GENERAL INFORMATION, RULES, RESTRICTIONS, REGULATIONS, AND GUIDELINES

Privacy Policy

Required information will be provided to city and state agencies as well as AIBF preferred vendors to facilitate permits or services as needed. Contact information may also be given to any customer who wishes to contact you directly.

Space Size and Boundaries

All spaces are precisely measured. No encroachment beyond space boundaries is allowed – overhangs, lighting, signs/banners, counters, tables, racks, shelving, product, displays, etc. may extend beyond space boundaries, including into neighboring spaces, walkways, etc.

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 note on your application.

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

Check-In, Set-Up, and Teardown

Artisans must use Gate 4 at the north end of Balloon Fiesta Park for entry. Artisans are required to complete check in prior to any set up. Check in is located within the Artisan Tent and is available Wednesday, September 30 and Thursday, October 1, 2026 from 9:00AM to 4:00PM; the tent will close at 5:00PM each day (subject to change). Once check-in is complete, Artisans may set up from 9:00AM to 5:00PM each day. Any Artisan who has not checked in by 4:00PM on Thursday, October 1, 2026, will be considered a no show and will forfeit their booth and all payments unless prior arrangements have been made.

Artisans must be fully loaded in no later than 5:00PM, Thursday, October 1, 2026. Main Street (in front of the Artisan Tent) will close to vehicles at that time and will be inaccessible to vehicles after this time. Any vehicle on Main Street after this time and for the duration of Balloon Fiesta may be towed at the owners' expense.

Clean up and tear down may begin at 11:00AM on Sunday, October 11, 2026. All Artisan owned structures must be removed by 4:00PM on Sunday, October 11, 2026. Any structures remaining beyond that date (without prior approval from the Artisan Manager) may be removed and scrapped by Balloon Fiesta personnel. Leaving early and/or not leaving the booth space as clean as it was found may jeopardize any future Balloon Fiesta participation.

During the set up and tear down process, remember to be considerate of those around you. Do not block Main Street, entryways, or neighboring areas.

Booth Planning

An attractive and professional booth is expected of all Artisans, and it is the responsibility of each artisan to keep their own booth space and the area surrounding it in a neat and clean condition. AIBF staff and volunteers will not enter booths to clean floors.

It is best if spaces are planned so that guests can step into booths and out of the flow of traffic, as walkways can get extremely crowded.

Artisans must furnish their own display equipment, tables, chairs, lighting, 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.

Due to 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. Backstock and display items should be kept up off the ground and covered when possible; it is recommended to store backstock items in plastic bins rather than cardboard boxes. Storage containers, boxes, backstock, etc. must be concealed.

Please be aware that because this is a shared tent space, it may be necessary for AIBF staff and/or volunteers to enter your space.

Some type of heat is planned for the tent, but because this is a large 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.

Artisans are responsible for furnishing their own food and beverages. If you choose 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.

Gate Hours and Required Hours of Operation

Gate Hours for Guests

- 4:30AM for morning sessions (all nine days of Balloon Fiesta)
- 3:00PM for evening sessions (1st Saturday, 1st Sunday, Thursday, Friday, and 2nd Saturday)

Minimum Required Concession Hours

- 5:30AM to 11:00AM for morning sessions
- 4:00PM to 8:30PM for evening sessions
- It is possible that the tent may remain open all day on double session days, from 5:30AM to 8:30PM, depending on staffing and willingness of Artisans. Booth hours are subject to change based on the business needs of the Artisans as a whole. Staffing in your booth from 11:00AM to 4:00PM is at your discretion

It is mandatory that all artisans are open for business and staffed for the minimum required hours for each session. Booths found closed during the required hours of operation may be assessed a fine of \$500/session and may jeopardize future Balloon Fiesta participation.

Crowds for some sessions can exceed 90,000 people, and guests arrive earlier for parking each year. There is no dedicated lane of traffic for Artisans; plan arrival accordingly to try to avoid being stuck in traffic.

First Aid and Event Safety

Event 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.

Overnight security in the Artisan tent will be provided, however each artist exhibits at their own risk. Artisans should staff their booth until the last customer leaves and the tent doors close. We recommend covering the front of your booth when you leave at night.

Change/Bank Facilities/ATMs

ATMs are located on Main Street. There are no other banking facilities or change available on the grounds.

Event Updates

The status of Balloon Fiesta sessions will be available on the Balloon Fiesta website and Official Balloon Fiesta App.

Storage Units or Trailers

If you wish to place a storage unit or trailer at Balloon Fiesta Park, a request must be submitted to AIBF. All requests will be reviewed individually, and if approved, applicable fees will be invoiced. There are a limited number of overnight storage permits available, and a request is not a guarantee of permission. Unauthorized units will be towed. Vehicles over 60' are prohibited.

If you wish to have a vehicle or trailer onsite overnight during the set-up period only, you must contact the Artisan Manager for arrangement prior to arrival on site. Vehicles left overnight without prior authorization are subject to towing at the owner's expense.

Approved Product Regulations

Products that Artisans wish to sell are subject to approval by AIBF and you may be asked to provide images of inventory for review and approval.

Any products not falling in the category in which accepted or not listed within the Artisan Agreement or "Exhibit A" may not be sold during Balloon Fiesta unless proposed changes in product mix are requested in writing to AIBF and subsequently approved in writing by AIBF prior to the commencement of Balloon Fiesta.

During the event, AIBF personnel and representatives will make periodic checks on products being sold. Infractions of any sections of the Artisan Agreement or this Handbook may be subject to immediate removal from Balloon Fiesta Park and may jeopardize future Balloon Fiesta participation. In the event an Artisan is asked to leave, refunds will not be given. AIBF reserves the right to remove an Artisan without refunding fees.

AIBF reserves the right to ask Artisans to remove items that are not listed on Exhibit A, have been misrepresented, or are found to be otherwise inappropriate items or not authorized for sale by Artisan at Balloon Fiesta. Balloon Fiesta is a family event and any products that are considered offensive may, at the sole discretion of AIBF, be prohibited. If modifying inventory is possible, you may find it helpful to have item(s) that feature hot air balloons.

All work exhibited must be original work, created by the artist, and the artist must be present during the entire show. No representatives/agents may replace the artist.

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

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

The following will not be accepted or permitted

- Mass reproductions
- “Buy and sell” merchandise
- Manufactured or imported goods
- Photos/photocopies of artwork
- Posters
- 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

The following items are listed as “Exhibit B” within the Concession Agreement. Sale, distribution, or display of the following is strictly prohibited:

- Alcoholic beverages
- Carbonated soft drinks, non-alcoholic sparkling beverages, packaged non-alcoholic still beverages, bottled water, isotonic beverages, energy brands and protein and recovery drinks other than those obtained from Coca-Cola’s onsite commissary
- Fluid milk and/or cultured dairy products unless:
 - Those products are purchased from DFA Dairy Brands Fluid, LLC (dba Creamland Dairies)
 - Artisan has received written authorization from AIBF at the time the Artisan Agreement is executed
- Sportswear that refers to, is suggestive of, or connotes Hot Air Balloons, Gas Balloons, and/or New Mexico Theme or any theme related thereto (e.g., 1972, Balloon Festival, ABQ, Albuquerque, or Balloon Fiesta themes)
- Baseball style caps that refer to, is suggestive of, or connotes Hot Air Balloons, Gas Balloons, and/or New Mexico Theme or any theme related thereto (e.g., 1972, Balloon Festival, ABQ, Albuquerque, or Balloon Fiesta themes)
- Any item that refers to, is suggestive of, or connotes 1972, Balloon Festival, Balloon Fiesta, “The Scenic Route” or “54th” themes
- Jackets
- Glow products (toys or novelty items that illuminate by means of LED, fiber optics, or chemicals)
- Calendars
- Posters
- Balloon rides
- Official AIBF merchandise, including programs and official products (without a separate agreement from AIBF)
- Weapons (including knives over 4” blade length), any item that may be used as a projectile, or one that is deemed dangerous by Public Safety personnel
- Religious or political paraphernalia
- Any products not specifically approved in your 2026 AIBF Agreement and/or Price List/Exhibit A

License and AIBF Trademarks

No items bearing the trademarks, names, or logos of AIBF shall be manufactured or sold without prior written authorization from AIBF. The words “OFFICIAL” or “LICENSED” may not be used on products or signage of any kind bearing any AIBF trademark, name, or logo, unless such branded merchandise is authorized through a written license from AIBF, with appropriate fees prepaid in full. Any willful misrepresentation, falsification, or counterfeit merchandise will be cause for immediate termination of this Agreement and closure or removal of the Concessionaire’s business from Balloon Fiesta Park.

The following is a partial list of AIBF trademarks, which may change without notice:

Albuquerque International Balloon Fiesta®	Mass Ascension™	Balloon Glow™
Balloon Fiesta®	The Big One®	Special Shape Glowed™
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 prohibited:

- Booth sharing
- Sub-leasing of booth space
- Generators
- Utilizing electrical connections outside of Artisan’s contracted 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
- Drawing or marking on Main Street
- Advertising or distributing information about anything other than the products/services specifically approved on a product list/Exhibit A
- Promoting products/services outside of your contracted booth space
- Due to safety and liability issues, we ask that you not bring children under the age of ten to work, set up, or tear down. If you have older children with you, do not allow them to wander the grounds unsupervised

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.

Sound and Scents

Equipment or displays causing excessive noise are prohibited. Operation of sound equipment such as PA systems, bullhorns, televisions, radios, music, or creation of any scent, etc. shall not be permitted when AIBF, in its sole discretion, determines such conduct is obnoxious or encroaches upon the rights of others.

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. Artisans may display only one company’s signage per space. 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. Signage referencing “sale” or “reduced prices” will be not permitted. AIBF reserves the right to determine the appropriateness of all signage.

Cashless Purchasing Option

All Artisans are required to offer a cashless purchasing option such as credit cards, etc. Cash payments may also be accepted.

Shipping of Goods

If you plan to ship goods or items to AIBF for use prior to or during the event, you must contact the Artisan 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. Storage fees may apply.

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 prohibited. A limited number of dry camping (no electrical or water connections) RV spaces will be held for accepted Concessionaires.

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 and can cause symptoms such as headache, dizziness, nausea, vomiting, fatigue and loss of energy, shortness of breath, trouble sleeping, and loss of appetite. To try to limit the effects the altitude may have:

- Drink plenty water to help replenish your fluids. If you are “thirsty” you are already getting dehydrated
- Try not to overexert 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 quite different in the dark vs. daylight

PARKING AND ADMISSIONS

For each booth, Artisans will be receive:

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

Pass and tickets type and quantity are subject to change based on the determination of AIBF. Count passes and tickets carefully when they are issued at check-in and keep them in a secure location for the duration of Balloon Fiesta. Passes and tickets may not be traded in for different pass types once filled and they will not be replaced if lost or stolen. Additional passes and tickets may be purchased at face value (subject to availability). Reselling of any passes or tickets is prohibited.

Personnel should be provided with adequate parking passes and admission tickets prior to their arrival at Balloon Fiesta Park; otherwise, applicable fees will be assessed.

Passes are required for all vehicles entering Balloon Fiesta Park during the set-up process as well as during the event.

Parking

Passes are valid for one vehicle in one space, regardless of the parking area. Passes must remain in the vehicle and must be visibly displayed while vehicle is on Balloon Fiesta Park premises; Do not park vehicles and remove passes. Vehicles parked improperly or failing to display valid permits will be towed at the owner’s expense. Overnight parking in any Balloon Fiesta parking area is prohibited without proper authorization. Staying overnight in any concession area is prohibited. All parking is limited and is first-come first served.

All session parking passes (C and F Passes) are valid for each session during Balloon Fiesta.

- C Passes are valid for parking within the Concession Parking lot inside Gate 4 (east of Main Street and north of the Main Street Stage)
- F Passes are valid for parking in General Parking lots (various locations)
- Refer to passes for entrance times, routes, and directions

Single Session Parking Passes are valid for parking in General Parking lots (various locations) during one single session only.

Admission

Personnel parking within the Concession Parking lot is already inside admission gates and does not require an admission ticket.

Personnel parking in General Parking lots and entering through an admission gate are required to have a valid admission ticket, including those working in artisan booths.

Anyone entering the park through admission gates will be subject to metal detectors, bag searches, and other screenings in use. There will be express metal detector lanes for those without bags. If bringing a bag is necessary, we recommend either a small bag or a clear bag to speed up the bag check process.

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. Event Safety, Police, FBI, Homeland Security, etc. reserve the right to inspect any vehicle.

UTILITY REGULATIONS

Inspections

Artisan Navigators will conduct an internal inspection for each booth space on Thursday and Friday prior to Balloon Fiesta. Be sure the configuration of your extension cords, power strips, lights, etc. is easily viewable. If you have questions regarding electricity, ask before you set up.

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

Environmental Health Regulations

All Artisans (Commercial Food Concessions) selling food and consumable items must also refer to the City of Albuquerque Environmental Health Department Information contained herein.

Any Artisan (Commercial Food Concessions) from outside of the City of Albuquerque jurisdiction must provide all permits and documentation from their local jurisdiction.

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

Electrical Requirements

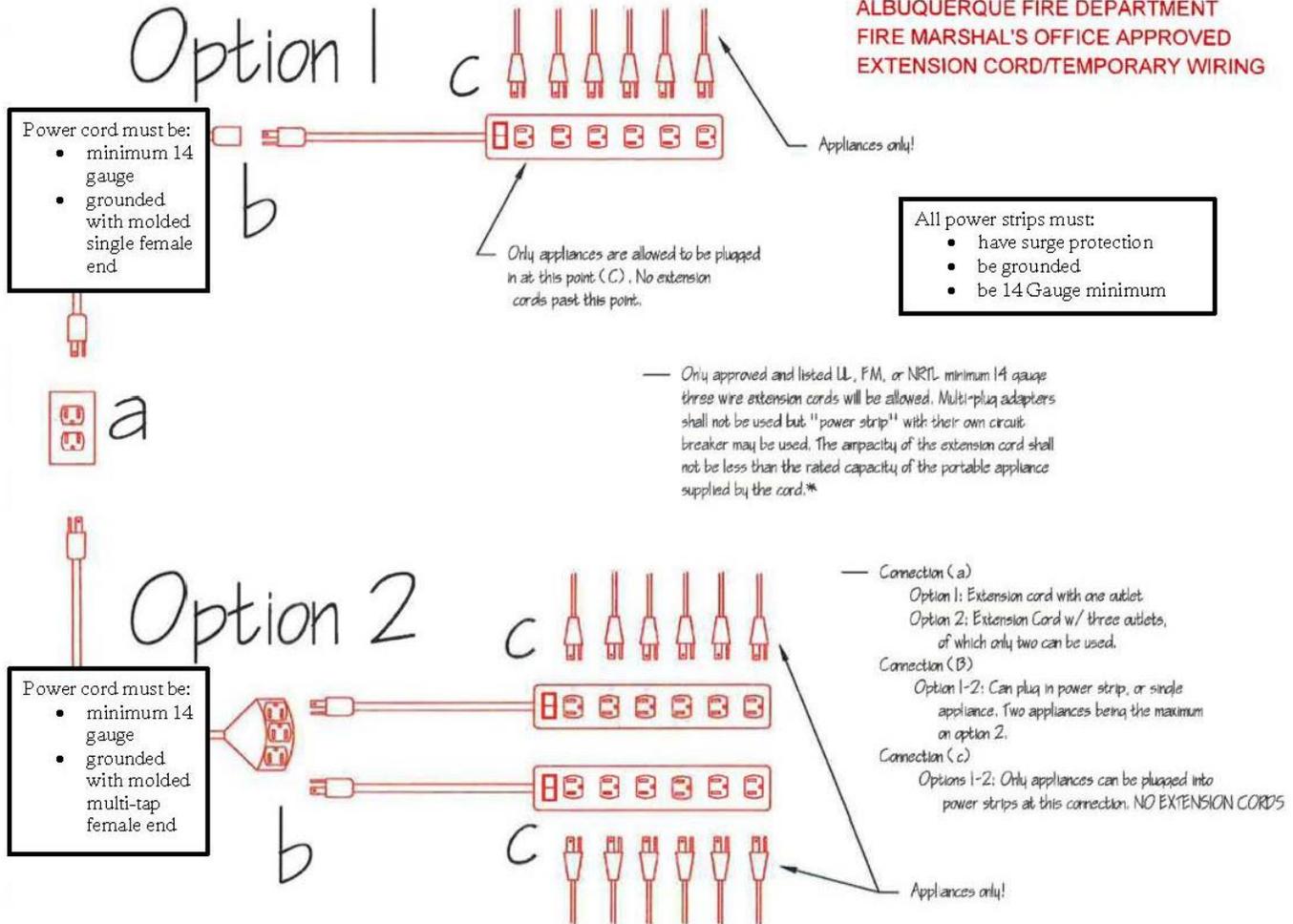
Each 10'x10' and 10'x15' booth will have one standard 20-amp, 120-volt duplex sockets. Each 10'x20' booth will have two standard 20-amp, 120-volt duplex sockets. If extra electricity is needed, it may be available for purchase at an additional charge but must be pre-paid.

All Artisans must work with the power available within the contracted space. Be sure that the total amperage and wattage of all electrical appliances to be used does not exceed the supplied electricity. All connections must meet building and safety code standards, and all City of Albuquerque electrical guidelines must be followed.

The following will be enforced:

- Concessionaires are responsible for providing all materials necessary to connect to the utility source
- Altering, direct wiring, stacking multiple plugs, or writing on AIBF electrical box 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 allowed
- All extension/power cords must be a minimum of 14-gauge SOW type and must be rated as 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
- Cords or cables routed up any tent or support poles must be securely fastened with cable ties
- Cords laid on the ground shall be arranged to minimize tripping hazards and should be covered with nonconductive material
- Cord connections must be off the ground. A milk crate or similar may be used to elevate and rest connections
- 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

**ALBUQUERQUE FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE APPROVED
EXTENSION CORD/TEMPORARY WIRING**



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

Waste and Recycling

Artisans are responsible for their own waste and recycling, which must be disposed of in proper designated receptacles only. Dumpsters for such are behind Concession Row.

Boxes must be broken down and placed in recycle bins. Grease must be disposed of in designated receptacles only.

Disposing of waste of any kind on the ground, in public trash barrels, or in improper receptacles is prohibited. When necessary, a fine of up to \$500/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.

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

Artisans are required to provide specific proof of insurance for each coverage as listed below no later than August 15. Artisans are not permitted to check in or begin set up until all insurance information has been received. AIBF will provide additional information regarding dates and named additional insureds for each policy.

General/Product and Premises Liability Insurance

Artisans Selling Merchandise Only

Artisan agrees to have in full force and effect for the full duration of Balloon Fiesta, product and premises liability insurance against all claims or causes of action, or damages, including attorney fees, arising out of the sale of Concessionaire's products/services or Concessionaire's use of the space in Balloon Fiesta Park, providing coverage reasonable and satisfactory to AIBF, including products-completed operations coverage, in the amounts of \$1,000,000.00 per occurrence/ \$2,000,000 aggregate.

Artisans Selling Food/Consumable Products (Commercial Food Concessions)

Artisan (Commercial Food Concessionaire) agrees to have in full force and effect for the full duration of Balloon Fiesta, product and premises liability insurance against all claims or causes of action, or damages, including attorney fees, arising out of the sale of Concessionaire's products/services or Concessionaire's use of the space in Balloon Fiesta Park, providing coverage reasonable and satisfactory to AIBF, including products-completed operations coverage, in the amounts of \$1,000,000.00 per occurrence/ \$3,000,000 aggregate.

Workers' Compensation Insurance

Merchandise Concessionaire agrees to have in full force and effect for the full duration of Balloon Fiesta, a workers' compensation insurance policy in the minimum amount of \$500,000. Concessionaire shall provide AIBF with one of the following:

- A) a certificate of such insurance with stated amounts thereof
- OR
- B) an affidavit that they are exempt from NM workers' compensation insurance and an agreement to indemnify AIBF from any liability resulting from a workers' claim. Contact the Concession Manager if a Workers' Compensation Verification Addendum is needed.

Automobile Insurance

Artisan agrees to have in full force and effect for the full duration of Balloon Fiesta an automobile liability insurance policy in the minimum amount of \$100,000 per person/ \$300,000 per accident, for each motor vehicle Artisan uses at Balloon Fiesta Park.

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 each Concessionaire 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.

Artisans are solely responsible for all Gross Receipt 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 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.

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 Commercial 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: 505-768-2738 | Fax: 505-768-2716

REQUIRED FOOD SAFETY TRAINING

Anyone issued a Temporary Food Permit for participation in Balloon Fiesta must have at least one Certified Food Protection Manager (CFPM) on staff.

- If the Person in Charge is a CFPM, then the remaining staff are not required to have Food Handler Cards. However, food employees must, at a minimum, be trained on basic food safety by the Person in Charge.
- If the Person in Charge is not a CFPM, then all food employees must have a Food Handler Card.

Each booth shall be responsible for keeping and providing training records to EHD staff upon inspection. This includes training records of a CFPM Person in Charge training non-Food Handler Card holders on basic food safety.

Employees who only handle wrapped foods are not required to have training records.

TEMPORARY FOOD PERMITS AND INSPECTION REPORTS

Permit Type	Foods Allowed	Fees
Temporary Food Prepackaged	Prepackaged foods only, no sampling	\$25
Temporary Food *Limited Preparation	Limited Preparation and Prepackaged Foods, Sampling	\$35
Temporary Food **Advanced Preparation	Advanced and Limited Preparation and Prepackaged Foods	\$50
Temporary Mobile	Mobile Food Establishments from outside of NM	\$100

*LIMITED PREPARATION: Food preparation that is restricted to assemble-serve and reheat-serve.

(A) Limited Preparation includes steaming, boiling, or roasting hot dogs or corn; preparing beverages that are for immediate service, in response to an individual consumer order, cutting of fresh fruits or vegetables that become TCS once cut, for same day use, portioning and hot or cold holding of commercially packaged bulk or single service food.

(B) Limited Preparation does not include cooling of cooked TCS Food, cutting of fresh fruits or vegetables that become TCS once cut, for multi-day use, or on-premises cooking and hot holding of TCS foods for later use.

**ADVANCED PREPARATION: Food preparation with multi-step handling of raw or precooked ingredients including but not limited to the cooking, cooling, or re-heating of TCS Food for holding or immediate service, or where significant risk factors contributing to foodborne illness may occur as determined by the Enforcement Authority.

DEFINITION: TCS or TIME/TEMPERATURE CONTROL FOR SAFETY FOOD is food that requires time or temperature control for safety to limit pathogenic microorganism growth or toxin formation; or as otherwise defined in the Food Code.

Applying for a Permit

For information on how to apply please visit cabq.gov/tempfood.

If you already have an ABQ-Plan account, log in and submit a new application at:
<https://cityofalbuquerque-nm-energogovweb.tylerhost.net/apps/selfservice#/home>.

Additional Documentation for Out of State Vendors

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 once their pre-opening inspection has been completed with a grade of conditional approved or approved.

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 with a food safety class will occur on the Wednesday through Friday before Balloon Fiesta. You will be required to sign up for a time slot and have as many employees as possible present at this inspection and class. The time slot is specific for each individual booth, not a range of when an inspector may arrive. If you have multiple booths, you must sign up for multiple slots. 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 outline the items that must be corrected to pass inspection the following day. An unsatisfactory inspection (score between 65 and 74) at any time during Balloon Fiesta will result in a red sticker placed prominently at your booth. Your booth will be required to close if an imminent health hazard is identified (no clean water, inability to sanitize, inability to refrigerate, etc.) or you receive an inspection score of 64 or lower.

Each booth is subject to inspection at any time 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

When food is exposed or accessible to the public there must be a barrier to prevent contamination of the food. 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.

ALBUQUERQUE REGULATIONS

The City of Albuquerque Food Service and Retail Ordinance (FSO) adopts the 2022 FDA Food Code. Additional requirements are laid out in the Rules of the FSO. Both can be located on the EHD website at <https://www.cabq.gov/environmentalhealth/food-safety/food-safety-ordinance>.

Compliance

Immediate corrective action on any identified deficiencies by 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 are applicable to restaurant facilities that participate in temporary events.

Prohibited Menu Items

Foods containing cannabis, raw/uncooked seafood, or raw/uncooked shellfish are prohibited. EHD may restrict the sale of some menu items based upon equipment availability and operational conditions to maintain food safety and protect the public.

TEMPORARY FOOD VENDOR GENERAL FOOD SAFETY

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.

Time and Temperature Control for Safety Foods (TCS)

Time and Temperature Control for Safety foods, or TCS foods, are foods that are commonly associated with food borne illnesses due to their ability to grow bacteria. Typical TCS Foods are meats, poultry, fish, cream fillings, cheese, eggs, rice, potatoes, cooked pasta, vegetables, and beans. Keeping these foods away from the temperature danger zone (41°F to 135°F) can reduce the potential of a food borne illness. Cooking shall follow the times and temperatures as set forth in the 2022 FDA Food Code for the particular food item. Reheating should be to 165°F, hot holding food temperatures should be kept at 135°F or higher; cold holding food temperatures should be kept at 41°F or lower. *These temperatures are not to be confused with equipment temperature settings. It is best practice to keep cold holding units set a few degrees below 41°F and hot holding units set a few degrees above 135°F.*

Time and Temperature Control for Safety food is not allowed to be thawed at room temperature. Thawing is only permitted using refrigeration, under cold running water, or in a microwave if it is cooked immediately.

TCS foods are not allowed to be stored in refrigeration units that are not rated by the manufacturer to keep these foods at safe temperatures, i.e., beverage coolers.

Time as a Public Health Control

Time as a Public Health Control is not allowed by temporary food establishments.

Food and Beverage - Approved Source

All food shall be from a commercially permitted facility. Milk, milk products, and egg products must be pasteurized. Eggs are not required to be pasteurized but must be graded. Only pasteurized eggs may be pooled for future use.

All food preparation and storage must occur in a facility that has been inspected and approved by EHD or equivalent agency. If any food preparation or storage will occur outside of the temporary booth, that location must be disclosed as the commissary.

USDA Requirements

All meat/poultry/eggs/catfish must be from a Federally inspected source. Any Concessionaire bringing meat/poultry/eggs/catfish across state lines must be Federally inspected by USDA to do so.

Selling breakfast burritos that contain meat and were obtained from a third party? Make sure that third party source is approved by USDA prior to distribution of that product.

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, and 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.

Prevention of Cross Contamination

Foods must be stored in accordance with the hierarchy of minimum cook temperatures as stated in the 2022 FDA Food Code (Ready to Eat Foods>Fish>Beef>Pork>Ratites>Ground Meat>Poultry).

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 or single service items/articles.

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, they must be NSF or ANSI (or equivalent) approved. All food items must be kept at safe temperatures and be protected from contamination. The ice chest must have a thermometer when TCS food items are being stored. Food must never be in direct contact with 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.

Sanitizer

Sanitizer must be changed as needed and the appropriate test strips must be available to monitor concentrations for inspections and throughout operating hours.

Sanitizer solution shall be kept at the proper concentration, temperature, and for the duration listed by the manufacturer. Wiping cloth towels shall be kept in the sanitizer bucket at all times.

Sanitizing Equipment and Three Compartment Sinks

A three-compartment sink set up is required for all food concessions serving open food (including samples). The three-compartment sink only needs to be set up when in use. The correct dishwashing procedure is SCRAPE any loose debris into a waste bin, WASH in soapy water, RINSE in clear water, SANITIZE by letting the dish soak in the sanitizing solution, then AIR dry food utensils and equipment. Sanitizer must be tested with appropriate test strips and be at the correct temperature. Sanitizer test strips must not be expired.

Thermometers

Cold holding and hot holding units must be equipped with thermometers, and logs must be kept for review during inspection. Probe thermometers must be available for testing food items. Temperature logs kept every two hours may help prevent food from being deemed adulterated when found out of temperature. TCS foods found to be out of temperature for less than 2 hours may be reheated or cooled. Cold holding units that do not store TCS foods do not require a thermometer or temperature logs.

Hand Washing Facilities

If not equipped with a plumbed handwashing sink, each concession shall have a minimum of 5-gallon capacity, gravity-fed, hand washing station with a spout at the bottom of the container, soap, paper towels, and a trash can. 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 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. 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, effectively 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, unless wearing gloves.

Employees who are experiencing vomiting, diarrhea, jaundice, sore throat with fever, or have been diagnosed with a foodborne illness (such as Norovirus, Salmonella, Shigella, Shiga toxin-producing E. coli, Hepatitis A, or Salmonella Typhi) are prohibited from working with food.

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

Employee drink containers must prevent hand to mouth contact by having a lid and straw or a handle. Personal food items must be stored in a designated area 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 pests in the preparation and service areas. Pest control devices and chemicals must be approved for use in a commercial kitchen. Do not spray booth while food is open or exposed to chemical contamination from spraying.

REQUIRED FORMS

All potential Artisans must complete and submit required forms with applications. The following described forms can be found at the end of the Handbook.

Exhibit A

Must include descriptions and retail prices for all items you plan to sell at Balloon Fiesta. If selected to participate at Balloon Fiesta, the Exhibit A will become a part of the agreement and only items listed on Exhibit A will be permitted to be sold at Balloon Fiesta.

Handbook Acknowledgement Form

Must acknowledge receipt and verification of this Artisan Handbook.

2026 ARTISAN HANDBOOK ACKNOWLEDGEMENT FORM

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