



2026 CONCESSION HANDBOOK

ALBUQUERQUE INTERNATIONAL BALLOON FIESTA®
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The Concession 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 Concessionaire 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 Concessionaires will receive notification of 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 |
| Acceptance Emailed: | May 15, 2026 |
| Acceptance and Payments Due: | June 15, 2026 |
| Insurance Information Due: | August 15, 2026 |
| Cancellation Deadlines for Refunds (<i>fees may apply</i>): | |
| Booth Deposit: | June 15, 2026 |
| Booth Fees: | July 15, 2026 |

Check In/Set Up/Tear Down Information

| | |
|---|--------------------------------|
| Anticipated Check In and Set Up (<i>subject to change</i>): | September 21 – October 1, 2026 |
| Inspections | September 30 – October 2, 2026 |
| Main Street Closure to Vehicles at 5:00PM: | October 1, 2026 |
| Tear Down: | October 11 – 13, 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 CONCESSIONAIRES

Application Process for Merchandise or Commercial Food Concessions

To be considered for a concession space, completed applications must be received via online application by April 15. 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 and deposit; incomplete applications will not be accepted or considered. Concession 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 Concession 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 concession agreements will be based on product mix and the perceived ability of a concession 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 Concessionaires 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 sold by 10' frontage and are a minimum of 40' deep. Additional fees for premium locations may apply.

Merchandise Concessions:

| Size | Space Fee | Required 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 | Space Fee | Required 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

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 Commercial Food Concessions as outlined in the City of Albuquerque Environmental Health Department Information included herein.

Payment Deadline

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

Wait List

Concessionaires not selected will remain on the wait list until space becomes available. If no space becomes available, deposit refunds will be issued post-event. Concessionaires wishing to opt off the wait list, 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

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

Concessionaires who are selected to participate but cancel prior to June 15 will be issued a booth deposit refund, minus a 50% cancellation fee. Deposits will not be refunded after June 15 for any accepted Concessionaire.

Concessionaires 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.

Concessionaires 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 sites measure 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 encroachment beyond space boundaries is allowed – overhangs, tents, hitches, lighting, signs/banners, counters, tables, racks, shelving, product, displays, etc. may extend beyond space boundaries, including into neighboring spaces, Main Street, walkways, fire lanes, etc.

Concessions located at corner spaces may be asked to alter business operations at times so that lines do not impede the flow of ingress/egress.

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

Utility Service Corridor

Items allowed 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. Any unapproved objects placed in the utility corridor will be removed at Concessionaire's expense.

Concessionaires may place a paracord or bungee cord and signage saying "Authorized Personnel Only" at the opening of 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.

Fire Lane

The Fire Lane (east of booth spaces) will be strictly monitored and must be obeyed. Delivery and loading is allowed from the Fire Lane, with proper passes, from 3:30AM to 5:00AM and 11:00AM to 3:00PM. Parking in and/or leaving a vehicle unattended in the fire lane is strictly prohibited. Unattended vehicles or vehicles in the Fire Lane outside of delivery times may be cited and towed at the owner's expense.

Check-In, Set-Up, and Teardown

Concessionaires must use Gate 4 at the north end of Balloon Fiesta Park for entry. Concessionaires are required to complete check in prior to any set up. Check in is located at the on-site concession office in the Operations Compound, mid-field, behind concession space #85. Check in will be available Monday through Friday, from 9:00AM to 4:00PM, beginning Monday, September 21 through Thursday, October 1, 2026 (subject to change). Once check-in is complete, Concessionaires may set up from 7:00AM to 6:00PM daily. Any Concessionaire 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.

Concessionaires must be fully loaded in no later than 5:00PM, Thursday, October 1, 2026. Main Street (the west side of booth spaces) 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 Concessionaire owned structures must be removed by 4:00PM, Tuesday, October 13, 2026. Any structures remaining beyond that date (without prior approval from the Concession 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.

Tent Requirements

For concessions using tents, only white "pagoda" style tents with high, conical peaks are permitted at Balloon Fiesta Park. AIBF reserves the right to reject any inadequate tents and/or anchoring and to require their removal from Balloon Fiesta Park. Pop up or instant canopy tents are not permitted.

Tents should be the appropriate size to fit the 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 allowed, including in the asphalt or the gravel utility corridor. Any damage to millings/asphalt must be repaired upon removal of tents and structures. Concessionaires are responsible for any damage to the asphalt/millings surface; to avoid such fees, bring any pre-existing damage to the attention of AIBF personnel or representatives.

The pictures below are examples of the required tent style.



Pricing and information for AIBF preferred tent company will be provided upon acceptance, though you may utilize any tent company you choose. All tent companies setting up structures at Balloon Fiesta Park must agree to specific guidelines prior to gaining access to the park for any set up/removal process. Any tent company other than AIBF's preferred tent company may not begin tent set up until Monday, September 14, 2026; Concessionaires should schedule check in and set up accordingly. All outside tent company structures must be removed no later than Friday, October 16, 2026.

Booth Planning

An attractive and professional booth is expected of all Concessionaires, and it is the responsibility of each concession to keep their own booth space and the area surrounding it in a neat and clean condition.

It is best if spaces are planned so that guests can step into booths and out of the flow of traffic.

Concessionaires must furnish their own tent, display equipment, tables, chairs, lighting, etc.

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.

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
- Staffing from 11:00AM to 4:00PM is at your discretion

It is mandatory that all concessions 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 Concessionaires; 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.

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.

Deliveries

A Service Vehicle/Delivery Pass for service/delivery to any concession space at Balloon Fiesta Park must be requested. All requests will be reviewed individually, and if approved, passes will be available for purchase at face value. Service Vehicle/Delivery passes allow service/deliveries via the Fire Lane (to the rear of concession spaces) from 3:30AM to 5:00AM and 11:00AM to 3:00PM each day. Delivery vehicles must depart Balloon Fiesta Park as soon as deliveries are complete.

Parking in and/or leaving a vehicle unattended in the fire lane is strictly prohibited. Unattended vehicles or vehicles in the Fire Lane outside of delivery times may be cited and towed at owner's expense. It is the responsibility of the Concessionaire to inform suppliers of the delivery policy and Fire Lane hours.

Concessionaires delivering to their own booth must also abide by the delivery policy and Fire Lane hours.

Storage Units or Trailers

A storage unit or trailer may be placed within your concession space for no additional fee. Placing a storage unit outside of your concession space at Balloon Fiesta Park must be requested. 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 Concession Manager for arrangement prior to arrival on site. Vehicles left overnight without prior authorization are subject to towing at the owner's expense.

Golf Carts

Utilizing a golf cart on the premises during Balloon Fiesta must be requested. All requests will be reviewed individually, and if approved, applicable fees will be invoiced. There are a limited number of golf cart permits available, and a request is not a guarantee of permission. Unauthorized golf carts/vehicles will be towed.

Approved Product Regulations

Products that Concessionaires 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 listed within the Concession 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 Concession Agreement or this Handbook may be subject to immediate removal from Balloon Fiesta Park and may jeopardize future Balloon Fiesta participation. In the event a Concessionaire is asked to leave, refunds will not be given. AIBF reserves the right to remove a Concessionaire without refunding fees.

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 or not authorized for sale by Concessionaire 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.

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)
 - Concessionaire has received written authorization from AIBF at the time the Concession 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 Concessionaire's contracted space
- Utilizing gray water tanks outside of Concessionaire's contracted space
- Utilizing smokers and cooking equipment without proper ventilation, allowing smoke to drift into neighboring booths
- Washing and deep cleaning equipment one site and/or allowing water to run into neighboring booths, areas, or storm drains
- 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.

Mascots

Mascots and/or costumes may be permitted with prior authorization only. Contact the Concession Manager for details.

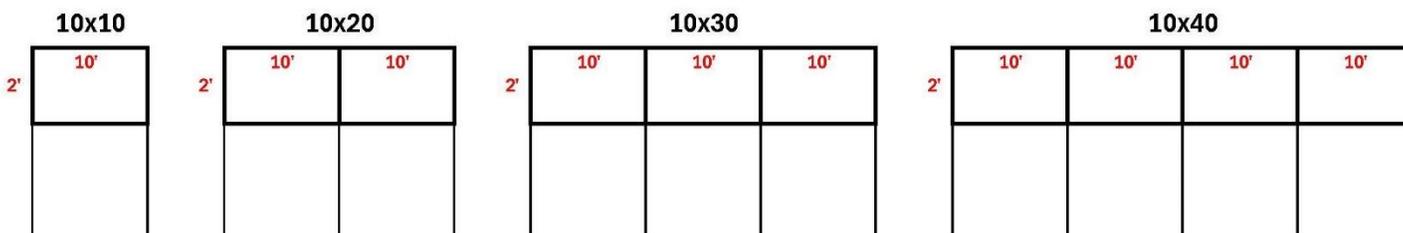
Sound and Scents

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

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. Any signage placed on the Fire Lane is subject to AIBF approval and must not cover or impede any signage or notations placed by AIBF. Concessionaires may display only one company's signage per space. AIBF will provide space numbers for the front of the booth space to be placed in a visible location. AIBF reserves the right to determine the appropriateness of all signage.

If banners are to be used as signage, it is recommended to rent banner frames with the tent order. Banners should be sized accordingly for the contracted space so they fit banner frames properly (example, 2' tall in 10' increments). Grommets on all four sides and wind slits are highly recommended. The drawings below show recommended banner size.



Cashless Purchasing Option

All Concessions 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 Concession 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 ADMISSION

For each 10' of frontage, Concessionaires will receive:

- Concession Parking "C" Pass
- (4) General Parking "F" Passes (or an equivalent number of single session passes)
- (4) 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 concession 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

City and State entities including Fire Marshal, LP Gas Bureau, Environmental Health, and Electrical 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 achieved. Inspectors will be present throughout Balloon Fiesta to ensure compliance.

Environmental Health

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

Any Commercial Food Concession utilizing a mobile food unit must provide all unit permits and documentation from their local jurisdiction.

Mandatory Fire Codes

General Fire Safety

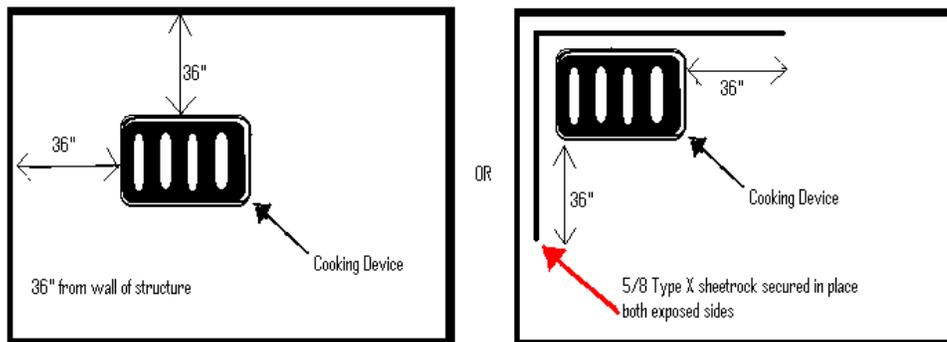
- Every tent, booth, structure, concession vehicle area or section, shall have available at least one (1) hand-held fire extinguisher with a minimum rating of 2A:10BC. Such extinguisher shall be currently inspected and be tagged showing its annual servicing
- Sidewalls, drops, and tops of all tents, 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
- 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
- Firebreaks erected in each row of tents or structures shall be kept free of any materials(s).
- Fire lanes shall be kept clear of vehicles during hours of operation, except for delivery times from 3:30AM to 5:00AM and 11:00AM to 3:00PM. No exceptions
- 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 in 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 to protect propane tanks that may seal in any parked vehicles used for storage purposes
- "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
- 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

- All items for preceding section also apply
- 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
- 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

- 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
- L.P. gas shall be shut off at the supply during times when tent is not occupied.
- 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
- All cooking appliances shall be listed and approved. All deep-frying shall be conducted in a listed and approved deep fryer
- 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
- 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
- A minimum clear space of 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 at least 36 inches past the sides of the cooking device and thirty-six 36 inches above the device's heated surface



- 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.
- Toxic, explosive, or flammable gases shall not be permitted in any booth or tent. Flammable liquids shall not be used at any time
- All concessions shall submit a tent floor plan for approval by the Albuquerque Fire Marshal's Office
- All mobile food concessions shall have a current valid permit from the Albuquerque Fire Marshal's Office PRIOR to the event
- 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

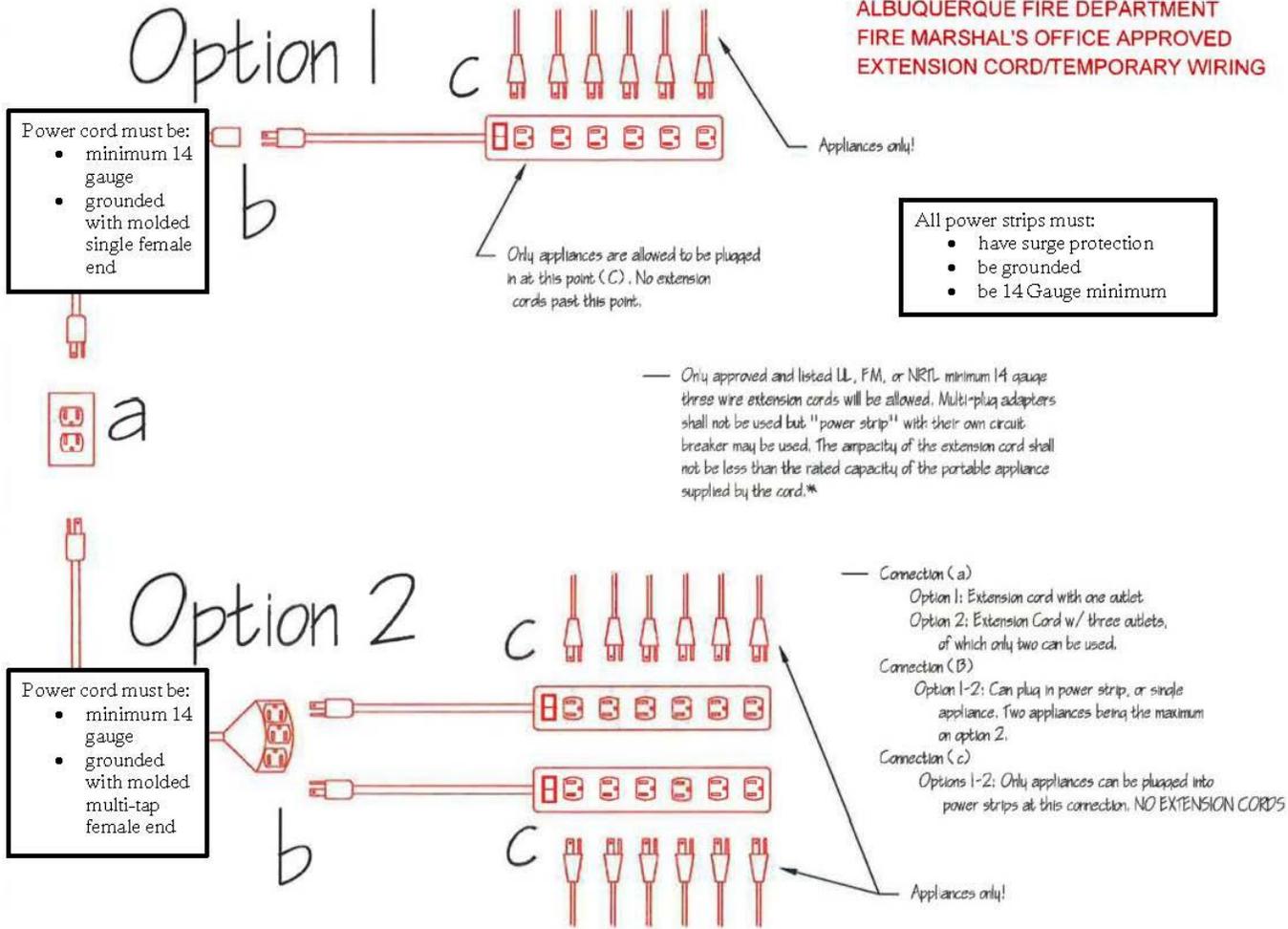
Each 10' frontage will have two standard 20-amp, 120-volt duplex sockets and two 50-amp, 240-volt sockets of the four prong "RV" style. AIBF concession utilities are ready for cord and cap connected (plug-in) equipment.

All Concessionaires 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 the on-site concession office. Any electrical work you order 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. If you choose to use propane, you are required to use this supplier.

Due to City and/or State regulations, privately-owned tanks may not be used at Balloon Fiesta Park. Please review requirements in your City of Albuquerque Fire Marshal Permit Application. Negligent acts and omissions can result in fire legal liability.

Fresh Water/Gray Water

Hose bibs for water are available in the utility corridor. Concessionaires are responsible for furnishing no less than 5/8" food grade hoses and 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 within contracted booth space's designated receptacle only. Gray water tank pumping is not an on-demand service and is only offered once per day, following morning sessions.

Recurring water issues, disposing of water on the ground or in receptacles outside of contracted booth space, and/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.

For water/hose bib issues, questions, or to schedule a plumber, contact the on-site concession office. Any plumbing work ordered will be at Concessionaire's expense and will be billed by AIBF's staff or contracted plumbing service.

Waste and Recycling

Concessionaires 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 and shared grease receptacles are behind concession spaces in the utility corridors.

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.

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

Concessionaires are required to provide specific proof of insurance for each coverage as listed below no later than August 15. Concessionaires 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.

Merchandise Concessions

General/Product and Premises Liability Insurance

Merchandise 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/ \$2,000,000 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

Concessionaire 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 Concessionaire uses at Balloon Fiesta Park.

Commercial Food Concessions

General/Product and Premises Liability Insurance

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

Commercial Food 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

Concessionaire 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 Concessionaire uses at Balloon Fiesta Park.

GROSS RECEIPTS AND CASH REGISTER REQUIREMENTS

Gross Receipt Data

Gross receipt data is a mandatory requirement for all Concessions 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 Concessionaires must obtain a GRT ID if they do not already have one.

Concessionaires 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 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.

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-energovweb.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 Concessionaires must complete and submit required forms with applications.

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 Concession Handbook.

2026 CONCESSION HANDBOOK ACKNOWLEDGEMENT FORM

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