

# ARTISTS of New Mexico

## 2011 ARTS AND CRAFTS VENDOR HANDBOOK

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### ARTISTS OF NEW MEXICO, LLC (AoNM) and ALBUQUERQUE INTERNATIONAL BALLOON FIESTA® (AIBF) GENERAL INFORMATION - PROCEDURES, CONDITIONS AND TERMS

This handbook has been written for your information and contains pertinent rules and regulations that govern the operations of the Balloon Fiesta and Artists of New Mexico, LLC.

**2011 Albuquerque International Balloon Fiesta October 1 through October 9.**

**GATES WILL BE OPEN FOR GUESTS (GENERAL PUBLIC):**

MORNING EVENTS at 4:30 AM and EVENING EVENTS at 3:00 PM

Minimum hours AoNM will be open at 5:30 AM – 12 PM for all morning events  
and 4 PM – 9 PM for all evening events

**AoNM will remain open until the last customer leaves.**

Follow the link below to the google map with general directions to event.

AoNM is located next to Gate 3 on the North end of the field.

<<http://maps.google.com/maps?hl=en&ie=UTF8&q=Balloon+Fiesta&fb=1&cid=0,0,10236775429111992037&near=Albuquerque,+NM&ei=hu-BSquaBIT8tOPLi7nvCA&ll=35.199588,-106.589441&spn=0.013957,0.041928&z=15>>

Gate 3 is located on Balloon Fiesta Parkway NE.

Exit at Tramway Blvd from I-25 to Pan American Frontage Rd S.

**REQUIRED HOURS OF OPERATION** - The **required** hours of operation when your booth must be open for business are 5:30 AM through 12:00 PM for morning events and 4:00 PM through 9:00 PM for evening events. AoNM will remain open until all buyers are gone.

**Weekends & split days be prepared to stay open all day - 5:30 AM – 9 PM** If you don't wish to stay open please properly secure your booth. My personal philosophy – we are there to sell.

**SETUP - CHECK-IN:** All vendors must check in at the main AoNM booth beginning Thursday, during the hours of 9:00 AM to 4:00 PM. You must be checked-in no later than noon Friday. The noon limitation is due to other congestion and last minute preparation at Balloon Fiesta Park.

**BREAKDOWN** – All vendor owned structures, trash and decorations must be completely removed by 12:00 PM Monday. **Absolutely no booth breakdowns will be allowed before 11 AM on Sunday.**

**BOOTH DISPLAY:** Vendors are required to drape all tables to the ground. No clutter on or around displays. Displays should be attractive and merchandise should be well stocked. The intent is that this is a high-end arts and crafts show. Our objectives include high performance standards and the promotion of a safe and fun event for everyone. The policies and procedures set forth in this handbook are designed to maintain order and facilitate appropriate activities surrounding our event. All regulations will be strictly enforced and your cooperation is mandatory.

Do not block walkways or exits. Please be courteous to your neighbors during set-up and tear-down and stay within your allotted space.

**CITY FEES - AoNM and AIBF will facilitate obtaining Business Registration Certificates, Fire Inspections and Temporary Food Permits from the City of Albuquerque, as required, for each concessionaire.** AoNM and AIBF will provide information/forms to aid the concessionaire in accomplishing these tasks. Each vendor is responsible for obtaining permits and paying applicable fees.

**City of Albuquerque Tax and Revenue Dept** contact information is available online at [www.tax.state.nm.us/](http://www.tax.state.nm.us/) PO Box 25128, Santa Fe, NM 87594 phone # 505-827-0700

**GROSS RECEIPTS TAXES** - Gross Receipt Taxes are either collected on site by a representative of the State, or they may provide documentation and forms. These are business matters between you and the State and you are solely responsible for these taxes. AoNM and AIBF do not collect Gross Receipt taxes or provide Gross Receipt information to the State of New Mexico concerning your operation.

**CASH REGISTERS & BALLOON FIESTA GROSS RECEIPTS REPORTS** - All concessionaires are asked to use an electronic cash register for all sales (this is not a requirement). Please turn in Z tapes with daily gross receipt reports.

**GROSS RECEIPT REPORTING** – All concessionaires are required to report their gross sales to the Balloon Fiesta Concession Office on a daily basis. Gross receipt reporting forms are provided for this purpose. The forms must be turned in daily. This data is used for AoNM and AIBF marketing purposes only and is a mandatory requirement for being a vendor at Balloon Fiesta. AoNM and AIBF does not collect Gross Receipt taxes or provide Gross Receipt information to the State of New Mexico concerning your operation.

**PRIVACY POLICY** -- As a normal course of business in interfacing with the City and State, AIBF and Artists of New Mexico LLC provides basic information such as Vendor business name and contact information to facilitate the issuance of Business Registration Certificates, Fire Inspections, Health

Inspections and the like. Your contact information is also given to customers who wish to contact you directly. You may request that your contact information not be given to anyone other than governmental agencies to whom disclosure is required. To opt out, simply address a letter with your vendor name and personal signature to Concessions at the Balloon Fiesta offices with your request to not provide your information to customers or concessionaires.

**RESTRICTIONS** - The use of generators is prohibited. Operation of sound equipment, sound movies, bullhorns, televisions, radios, etc. shall not be permitted when AIBF, in its sole discretion, determines such operation is obnoxious or encroaches upon the rights of others. Equipment or displays causing excessive noise will not be permitted.

Each vendor agrees that he shall not do anything by reason of operation or behavior that will injure, endanger, or impede adjacent concessions, displays, and agents of Artists of New Mexico, AIBF or Balloon Fiesta guests. No distribution of pamphlets samples and/or other printed material is permitted outside your designated space at Balloon Fiesta Park.

**APPROVED PRODUCTS** – Any products not listed with the original application contract cannot be sold during Balloon Fiesta unless changes in product mix are submitted in writing to AoNM for approval before the commencement of Balloon Fiesta. Our event is a family event and any products that may be deemed offensive, at the sole discretion of AoNM, are not allowed.

During the event, AoNM personnel will make periodic checks on products being sold. Any willful misrepresentation or falsification will be cause for revocation of the contract and closure or removal of the business from Balloon Fiesta Park. If there are any infractions of any sections of the agreement, violators can be subject to immediate removal from Balloon Fiesta Park.

**FIRST AID STATION** - Located in the Public Safety Building behind CONCESSION SPACE #51  
**CHANGE/BANK FACILITIES/ATM's** - Automatic Teller Machines: One ATM will be located by the art tent. At least one ATM will be located at each end of Main Street and perhaps one in the middle. There are no other banking facilities on the grounds. The nearest Wells Fargo Bank location is in the Journal Center at 7412 Jefferson Blvd. NE approximately two miles from the park. **Be sure to have sufficient change on hand. No change will be available on premises.**

**PASSES - Parking: Each vendor will be given 2 general parking and session admission passes.** No extras will be issued and none will be replaced if lost or stolen. You may not make copies or give permission slips to attendants at the gates. **Additional General Parking Passes and all session admission passes may be purchased for \$50.00 each.**

This pass may be used to gain entrance to Balloon Fiesta Park by walking through any gate. Each individual must show the pass at the gate or they will be charged the regular admission fee to gain entrance to Balloon Fiesta Park. No refunds of admission fees will be granted.

**SECURITY** - Police Officers (both uniformed and plain clothes) and Security Officers are located inside AoNM and on the field for your protection. In the event, you cannot locate a security officer when needed, please go to the Public Safety Building located behind booth space 51 or call 505-821-7300. Public Safety is manned 24 hours a day. **AoNM and AIBF will assume no liability for loss of perceived sales revenue or damages caused by theft, vandalism or weather conditions.**

**ELECTRICITY** - **No generators are allowed.** Each vendor space will have access to 400 watts electricity. All of your equipment must meet National Electrical Code. **Bring UL approved OUTDOOR extension cords and multi-plugs with trip sensor that are adequate to support the**

electrical loads that you plan to place on them. Only equipment and signs that are UL approved may be used and all wiring must meet the appropriate codes.

**AoNM tent will not be allowed to open until all vendors meet code.**

Our staff electrician DeDe Akin – (505) 804-2479 [dede@dedeakin.com](mailto:dede@dedeakin.com) can answer questions you might have regarding electrical loading.

Under no circumstances may you “borrow” power from your neighbors without a specific agreement with the neighbor affected. You will be required to work with the power available within the confines of the space awarded in your concession agreement.

**MOTOR HOMES AND RV’s** - RV sites are available in our RV area. **No sleeping or staying overnight is allowed in the Launch Field, parking or concession areas.** Concessionaires' RVs may be parked in Balloon Fiesta RV facilities for the following rates, subject to availability:

- **Standard:** \$15 per night (this is 50% of the normal price). – Balloon Fiesta South RV Park - dry camp/no electrical hook-up. Water is available. Deadline for reservations is May 31.
- **Premium:** \$65 per night - Balloon Fiesta South RV Park - water and electricity hook ups.

**LIABILITY INSURANCE** - AoNM and AIBF requires that **ALL VENDORS** have product/premise liability insurance coverage in the minimum amount of \$1,000,000.00. Vendors **must name Artists of New Mexico and Albuquerque International Balloon Fiesta, Inc. as additional insured.** Please have your insurer provide these certificates to AoNM at the earliest opportunity. **Until AoNM has the certificate you will not be permitted to check-in.** The due date for certificates is August 31. Fax # 808-966-6846

**AUTOMOBILE INSURANCE** - All concessionaires must also provide a certificate of automobile liability insurance in the minimum amount of \$25,000.00 per person and \$50,000.00 per accident for each vehicle to be used at Balloon Fiesta Park. **The certificate must show the insured amounts. We cannot use “proof of insurance”; it must be an original certificate of insurance** showing the amounts of your coverage. **Direct your insurance company to fax this certificate to AoNM.** Fax # 808-966-6846 attn. Amalie Dorn

**ALL CERTIFICATES OF INSURANCE MUST BE RECEIVED IN THE OFFICE OF AoNM – ASAP**



# City of Albuquerque

## Fire Department

Fire Marshal's Office  
724 Silver SW  
Albuquerque, NM 87102

For Balloon Fiesta 2011

Albuquerque International Balloon Fiesta  
4401 Alameda NE  
Albuquerque, NM 87113

### ALL VENDOR REQUIREMENTS:

#### General Fire Safety: Please read

1. Each and every tent, booth, structure, concession vehicle area or section, shall have available at least one (1) hand-held fire extinguisher with a minimum rating of 2A:10BC. Such extinguisher shall be currently inspected and be tagged showing its annual servicing.
2. **Sidewalls, drops, and tops of all tents, canopies, and temporary membrane structures** shall meet "**State of California Fire Marshals Office**" certified fire retardant construction as per Section 2404.2 of the IFC. No other type of canopy/tent will be allowed. (See attached)
3. Vegetation, straw, hay, wood chips, bark or other similar combustible materials shall not be used as flooring material cover in any vendor, display or assembly area.
4. Decorative material shall be of non-combustible type **or shall be made "Flame Retardant" in accordance with the fire code.**
5. Firebreaks that are erected in each row of tents or structures shall be kept free of any material(s) at all times.
6. Fire lanes shall be kept clear of vehicles during hours of operation.  
Except for delivery times 4:00 am to 6:00 am and 11:30 am to 3:30 pm no exceptions
7. Parking of motor vehicles or anything with an internal combustion engine shall not be closer than thirty (30) feet to any tent, booth or structure.

NOTE: Vehicles may be used for storage only if the vehicle is not moved or the engine is not started for the duration of the event. Vehicles are not to be located within the tent. Fuel tanks shall be sealed, be no more than 1/4 tank full, or hold no more than five (5) gallons. One battery cable shall be disconnected. Concrete berms will be placed behind the vendor row after the first day of the fiesta in order to seal in any parked vehicles used for storage purposes.

8. At least one "NO SMOKING" sign shall be posted in each booth or area. Signs shall be posted in areas conspicuous to the public.

## General Fire Safety (continued)

9. **Only approved and listed UL, FM, or NRTL 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 "strip plugs" with their own circuit breaker may be used. Voltage drop must be considered with length of extension cord and wire gauge used.

## Cooking and L.P. Gas (*Propane*). NOTE: ALL ITEMS FROM PROCEEDING SECTION ALSO APPLY.

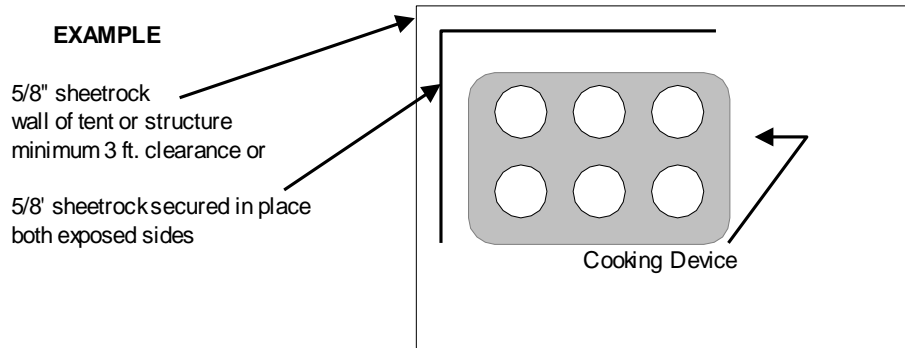
1. The use of propane gas in Corporate Village will NOT be allowed. However, because there is no natural gas available on Vendors' Row, the use of propane gas will be allowed.

There shall be No Smoking allowed in the area between temporary structure and jersey barriers and within 15 feet of propane tanks behind vendors row.

2. Any areas used for cooking of products that produce grease-laden vapors, shall meet the minimum extinguisher requirement for each booth or space of a 2A:10BC. **In addition**, a currently inspected and tagged for service "**Type K**" **wet chemical** extinguisher shall be available in cooking areas.
3. L.P. Gas supply shall be handled by certified L.P. Gas personnel only. Supplier shall provide a one-hundred-twenty-four (124) gallon maximum capacity tank for each food vendor stand. Connections may manifold to supply additional cooking or heating devices within that particular food vendor stand if in compliance with NFPA 58, and Chapter 38 of the 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 the proper placement of tanks. **NOTE: Refilling of tanks shall only be done during non-event hours.**
4. **L.P. Gas (propane) shall be shut off at the supply during times when the tent is not occupied.**
5. Any hose used to pipe L.P. Gas to a device shall be UL or FM listed specifically for LP Gas service. All couplings, fittings, and any other devices shall meet the requirements for LP Gas Service as outlined in the International Fuel Gas Code, NFPA 58 and NFPA 54, or be deemed unapproved and removed from service.
6. **All cooking appliances shall be listed and approved. All deep-frying shall be conducted in a listed and approved deep fryer.**
7. All appliances used in food booths must have an accessible shut-off valve near the appliance that can be easily closed in case of emergency.
8. Gas burning equipment in enclosed areas shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used in such a manner that no portion of the tent or structure is within twelve (12) inches of the flue or vent.
9. A minimum clear space of three (3) feet shall be allowed between any heat producing device and combustible material(s), except as noted below:

- 9 A heat producing device may be installed within three (3) feet if the walls of the structure in which it is installed have a minimum 5/8 type X gypsum board, or the device has 5/8 type X gypsum board on both sides closest to the tent or temporary membrane structure and a minimum of thirty-six (36) inches above the heated surface of the device.

### Cooking and L.P. Gas (Propane)



10. The owner or operator shall check the LP Gas, devices or appliance upon "setting up" and then whenever changes, adjustments or refills occur. This can be done with soapy water sprayed on valves, fittings, etc.
11. Toxic, explosive or flammable gases shall not be permitted in any booth or tent. Flammable liquids shall not be used at any time.

The above requirements are excerpts from the City of Albuquerque Fire Code, Ordinance No. 0-2005-034, and are **LAW**. Failure to comply with these guidelines will result in the citing, closure or removal of the operation from the Fiesta site by authorities.

The City of Albuquerque has adopted the Fire Code into Ordinance 0-2005-034 in order for the Albuquerque Fire Department to prescribe minimum standards regulating conditions hazardous to life and property from fire and explosion within the city. **The Fire Department's 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.

**The Fire Department shall collect fees for each inspection of an occupancy required to obtain a permit according to Chapter 1 Section 105 of the 2003 International Fire Code.**

The inspection fee schedule is as follows: an initial inspection for a permit will be based on square footage; no fee for the first required re-inspection; thereafter, each additional re-inspection is \$60.00 until your facility is operating in compliance with the Fire Code. It is unlawful for any person, firm or corporation to use a building or premises or engage in any activities for which a permit is required by the Fire Code without having first obtained such permit as required by the provision of the Fire Code.

If there are any questions regarding these items, please feel free to contact the Fire Marshal's Office at (505) 764-6300 during regular business hours.

Sincerely,  
Commander Don Graham, Fire Marshal