

2017 ALBUQUERQUE WINE FESTIVAL

Deadline to submit your required documents: April 7, 2017.

Failure to submit the documents by the deadline may result in losing your space without refund.

If you have any questions as you complete your package, please contact Dean or Lorianna at 505-933-8650
or by email at Contact@BlueRiverProductions.com

Submit Documents:

By Mail: Albuquerque Wine Festival. 10812 Woodland Ave NE, Albuquerque, NM 87112

By Fax: 866-593-1836

By Email: Contact@BlueRiverProductions.com

WINERY CHECKLIST: You must submit all the following:

- Public Celebration permit, completed, signed & notarized
- List of servers: List ONLY NAME, LICENSE #, EXP DATE.
 - o Anyone temporary licenses? You must submit a copy of it.
- Tent diagram
- Copy of Albuquerque Business License OR Application for a Temporary One
- Signed vendor agreement
- Certificates of Liability Insurance with the following added as additional insureds:
 - o New Mexico Wine & Grape Growers Association. 4801 Lang Ave NE #110, Albuquerque, NM 87109
 - o Blue River Productions, LLC. 10812 Woodland Ave NE. Albuquerque, NM 87112

FOOD TRUCK CHECKLIST: You must submit all the following:

- Copy of your annual fire inspection certificate.
- Copy of Albuquerque Business License OR Application for a Temporary One
- Tent diagram, only if you are erecting a tent
- Signed vendor agreement
- Certificates of Liability Insurance with the following added as additional insureds:
 - o New Mexico Wine & Grape Growers Association. 4801 Lang Ave NE #110, Albuquerque, NM 87109
 - o Blue River Productions, LLC. 10812 Woodland Ave NE. Albuquerque, NM 87112

FOOD VENDORS (Tented/Not-packaged) CHECKLIST: You must submit all the following:

- Temporary Health Permit
- Copy of Albuquerque Business License OR Application for a Temporary One
- Tent diagram
- Signed vendor agreement
- Certificates of Liability Insurance with the following added as additional insureds:
 - o New Mexico Wine & Grape Growers Association. 4801 Lang Ave NE #110, Albuquerque, NM 87109
 - o Blue River Productions, LLC. 10812 Woodland Ave NE. Albuquerque, NM 87112

PACKAGED FOOD VENDORS CHECKLIST: You must submit all the following:

- Temporary Health Permit
- Copy of Albuquerque Business License OR Application for a Temporary One
- Tent diagram
- Signed vendor agreement
- Certificates of Liability Insurance with the following added as additional insureds:
 - o New Mexico Wine & Grape Growers Association. 4801 Lang Ave NE #110, Albuquerque, NM 87109
 - o Blue River Productions, LLC. 10812 Woodland Ave NE. Albuquerque, NM 87112

ALL OTHER VENDORS CHECKLIST: You must submit all the following:

- Tent diagram
- Signed vendor agreement
- Certificates of Liability Insurance with the following added as additional insureds:
 - o New Mexico Wine & Grape Growers Association. 4801 Lang Ave NE #110, Albuquerque, NM 87109
 - o Blue River Productions, LLC. 10812 Woodland Ave NE. Albuquerque, NM 87112

**New Mexico Wine & Grape Growers Association Event
2017 Albuquerque Wine Festival: May 27th, 28th, & 29th**

**Please sign below and return with your application.
Applications will not be processed without this agreement signed.**

As a participant of the Albuquerque Wine Festival (“Festival”), a production of NM Wine & Grape Growers Association (“Producer”), managed by Blue River Productions, LLC. (“Manager”) and produced at the Balloon Fiesta Park (“Venue”), I fully understand and agree to the following:

1. I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the Festival. I agree that the Producer, manager and Venue shall not be liable for any damages to my operation and equipment and that I shall be liable for any damages to the event premises in my assigned area, and to any Venue-owned or Venue-rented personal property. Furthermore, I understand that I will carry my own insurance and that I store my products and equipment overnight at my own risk.
2. I understand that there are no refunds provided for festival closure or cancellations, in whole or in part, due to weather, events or acts outside the control of the Producer, Manager or Venue.
3. I agree to pay any bank fees that may be incurred due to returned checks.
4. I agree to secure Commercial General Liability Insurance with combined limits of no less than \$1,000,000 Per Occurrence and \$2,000,000 Policy Aggregate and provide certificate(s) of insurance listing Producer and Manager as additional insureds. This requirement may be waived for craft and information vendors upon request, and only in writing.
5. I understand that I must comply with all City of Albuquerque and State of New Mexico regulations pertaining to alcohol, food and product sales at special events. I understand that failure to comply with regulations may result in being asked to leave the Festival, forfeiting all fees.
6. I agreed to abide by any applicable local, state and national business and tax regulations.
7. I understand that the Producer or manager may change or move my booth location.
8. I agree that the Producer may cancel my space, without refund, if I fail to submit required fees, information and documents in a timely manner, including required Health Department, Fire Department and Insurance paperwork.
9. I agree to set up my operation at least one hour prior to the scheduled starting time. If I have not set up by the starting time of the Festival, or if I leave the Festival early, I may forfeit my booth space and all fees.
10. I agree to maintain my designated area at the festival and deposit all trash in provided receptacles. I further agree to remove excessive trash from the premises upon load out leaving only bagged trash and empty boxes. Should my designated area require additional clean-up by venue staff, I agree to pay a \$150 clean-up fee.
11. I grant the Producer and Manager full right to use my business name, logo website, images and public information, in addition to any photos or video taken during the Festival of my exhibit, activities and staff, in all media for the purpose of promotion and advertising.
12. I agree to display and make readily available for customers at any retail location(s) any Festival marketing materials provided by Producer. I agree to utilize any and all on-line and social media (i.e. Facebook, email blasts, website mention, e-newsletters etc.) to advertise the Festival.
13. I agree to indemnify, defend, and save harmless the Producer, manager and Venue from and against all claims, actions, causes of actions, demands, judgments, costs, expenses and all damages of every kind and nature incurred by or on behalf of any person or corporation whatsoever, predicated upon injury to or death of any person, or loss of or damage to property of whatever ownership, including the parties to this Agreement and their employees, arising out of any act, or failure to act on the part of the my operation and my employees or in any other manner arising out of or directly or indirectly connected with my operation at the Festival and/or use of that part of the my designated location made available for my operation at the Festival.

Applicant Signature: _____ Date: _____

BUSINESS NAME (print) _____



PUBLIC CELEBRATION PERMIT APPLICATION: INSTRUCTIONS

LICENSEE: Merely submitting an application does not constitute approval. If Licensee does not have the Approved Permit for the Event, than the sale, service and/or delivery of alcoholic beverages is prohibited. A complete application, w/required attachments must be received by AGD **AT LEAST 10 DAYS PRIOR TO THE EVENT**. All fees submitted are non-refundable, even when Permit is issued and the Event is postponed and/or cancelled due to unforeseen circumstances.

ELIGIBILITY: Only New Mexico Licensees that hold a Craft Distiller, Small Brewer or Winegrower License may apply for a Public Celebration Permit (PCP). The Master Liquor License must not be in suspension or have pending citations. If the license holder will be serving alcoholic beverages from any place other than the approved and designated liquor licensed premises, a Permit is required. The local governing body of the **local option district must grant approval** for the issuance of the permit. The local governing body includes city council, county clerk, mayor, etc., and they must have authorized **SUNDAYS SALES** by the drink and the Holder of the Dispenser's License must have a Valid Sunday Sales Permit issued by the Alcohol & Gaming Division or must have a special concession issued from the local governing body pursuant to §60-6A-12(E) NMSA, 1978.

THE EVENT may be held in any Local Option District.

- **MUST NOT EXCEED 3 DAYS:** three (3) day maximum, unless permission is granted by Division Director prior to the event.
- **12 HOURS PER DAY, MAXIMUM:** Service of alcohol must not occur for more than 12 hours per day.
- **ONLY EMPLOYEES** of the Holder of the NM Craft Distiller, Small Brewer or Winegrower Liquor License with the PCP, THAT ARE CURRENTLY LICENSED SERVERS, MAY SELL, DISPENSE, OR SERVE THE ALCOHOLIC BEVERAGES FOR THE EVENT. *Reminder: No Sale to Minors or Intoxicated Persons; No Sale, Service or Consumption before or after the times listed on Permit; Licensee and Employees restricted from consuming alcoholic beverages at the Special Event; No more than 2 Unconsumed drinks may be in the possession of one person. Servers are not permitted to provide more than the legal amount.*
- **MUST NOT REMOVE BEER, WINE OR SPIRITS FROM AREA OF THE CELEBRATION:** A wine grower, small brewer and/or craft distiller is authorized to dispense New Mexico produced alcohol as allowed by their license type, by the drink for consumption at the celebration. By-the-drink dispensed New Mexico produced products cannot be removed from the area of the event. The licensee is authorized to dispense the alcohol allowed by that license type in unbroken packages. The unbroken packages may be removed from the area of the celebration.
- **MUST POST PUBLIC CELEBRATION PERMIT AT EVENT:** After PCP is issued, Licensee is legally required to Post Permit along with Signage (*i.e., pregnancy, firearms, minors, etc.*) and it must be prominently posted at the locations where the alcohol will be dispensed, as indicated by the Approved Floor Plan for the Event. Permits are subject to the same requirements and restrictions contained in the Liquor Control Act and are subject to citation for any violation.

APPLICATION PROCESS: A complete Application must be received by AGD at least 10 days prior to the Event. Application **must be signed by the Licensee, before a Notary**. Faxed Applications not accepted and incomplete applications will be returned. Licensee **MUST** obtain the Building/Property Owner's permission to allow Event serving Alcohol in their facility. **The Following are also required and must be attached:**

- A) **FEES: \$10 per day**, Applicable daily fees must be submitted by business check, Money Order or Cashier's Check
- B) **FLOOR PLAN:** Detailed Floor Plan, include Pictures, designating restricted and unrestricted areas
 - ✓ A Detailed Floor Plan (on 8 ½ x 11 sheet) must be submitted showing exactly where the event is to be held
 - ✓ Total Square Footage for the proposed service area
 - ✓ Must show the location of Bars, Security, Serving Areas, Entrances, Exits
 - ✓ Enclosed or barricaded serving areas must also be clearly marked
 - ✓ If there are any patios or outside areas, indicate how they are enclosed to prevent alcohol from leaving the premises; Describe type and height of Enclosure; Must be four (4) feet or higher
 - ✓ Placement and Location of Security Personnel; If Security is deemed insufficient, the Director may require additional Security Personnel or may deny permit. The average is 1 security personnel per 100 people, but may be increased depending upon the type of event requested.
- C) **LIST OF SERVERS:** Accurate List of Servers at the Event, including the Full Name of Employee, Server Permit Number and Expiration Date

ALCOHOL & GAMING DIVISION | PUBLIC CELEBRATION PERMIT APPLICATION

(§60-6A-11 / 60-6A-26.1 NMSA)

FEE PER DAY: \$10.00, **No. of Days:** _____ (DO NOT SUBMIT CASH) **Date Application Filed:** _____

A copy of all approved permits are sent to the Special Investigations Division of the Department of Public Safety, and DPS will request additional information, if needed.

LICENSE HOLDER INFORMATION: *Check boxes that apply*

Liquor License # _____ Type of License: Craft Distiller Small Brewer Winegrower

Business Name (DBA): _____ Owner Name: _____

Mailing Address: _____ City, State & Zip: _____

Phone: _____ Fax No.: _____ Email Address: _____

EVENT INFORMATION:

Date(s) /Duration of Event: _____

Description and Name of Event: _____

Physical Address of Event: _____

Type of Event: Indoor Event Only Outdoor Event Only Beer Garden All Ages Event/^{Wrist Bands and/or Stamps}

Type of Celebration: State Fair County Fair Community Fiesta Cultural / Artistic Performance Athletic

TIME:

Event Begins at: _____ Event Ends at: _____ Total Number of Attendees Expected at Event: _____

Alcohol Service Begins at: _____ Alcohol Service Ends at: _____ Total # of Attendees Expected to Consume Alcohol: _____

SECURITY: Describe Type: _____ Number of Security: _____

Security Contact Name: _____ Contact Telephone #: _____

Note: Licensee's employee(s) assigned to work security, must work this exclusively and may not serve at the Event.

SPONSOR INFORMATION: Sponsor of Event: _____

Name of Contact: _____ Phone: _____

APPROVAL OF PROPERTY OWNER: Phone Number: _____

Print Name: _____ Signature: _____ Date: _____

Name of Your Business and Location of Property: _____

LICENSE HOLDER & SERVER CERTIFICATION: I, _____ (Licensee) hereby certify that this application is signed by Licensee or authorized person under this License, *that Event is not within 300 feet of a church or school* unless alcoholic beverages were sold there prior to July 1, 1981 or a waiver is obtained from the local governing body.

I further certify that all persons providing the service of alcoholic beverages at the Event are currently Server Certified, that they are all my employees, and that ALL the information in this Application and the Attachments, is true and correct. Licensee Agrees that if any statements or representations herein are found to be false, the Director may refuse to issue additional permits. I understand that all fees submitted are non-refundable. **Must sign before a Notary:**

Licensee Name: (print) _____ Signature: _____ Date: _____

NOTARY PUBLIC USE ONLY: (State of _____, County of _____)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____

By: _____ Notary Public: _____

SEAL

My Commission Expires: _____

LOCAL GOVERNING BODY APPROVAL: Print Name: _____ Title: _____

Signature: _____ Date: _____ Phone: _____ Fax: _____

AGD USE ONLY: Application Must Include: Payment of Fees, per day (listed on top of page), Floor Plan – (w/photos) & Detailed Server List

FINANCE| Application Fee \$ _____ Received on: _____ Receipt No. _____

Clear of Citations/Holds: Yes No, _____ Approved Disapproved, _____

Processed By: _____ Date: _____

Assigned Permit Number: _____ Approved Permit Sent on: _____ By: Email Fax



City of Albuquerque
Environmental Health Department
Consumer Health Protection Division
 P.O. Box 1293, Albuquerque, NM 87103



Submit this form directly to Blue River Productions by **APRIL 1**.
 By e-mail, Contact@BlueRiverProductions.com or Fax 866-593-1836
 Or mail to: ABQ Wine Fest. 10812 Woodland Ave NE. Albuquerque, NM 87112
 Questions? Call Susan Spring, ABQ Health Dept at 505-768-2688

Application for Temporary Food Permit

Event Name: Albuquerque Wine Fest	Date From: 5/27/16	To: 5/29/17
Booth Name:	Event Location: Balloon Fiesta Park	
Event Hours: Start: 11:30AM	End: 7:00PM	Set Up Time: 7AM

Applicant: Owner/Operator	
Address:	City/State/Zip:
Phone #:	Organizer Contact: Dean Strober. 505-510-1312
Email:	Fax #:

Location of food preparation: On Site Other _____

List all Menu items: _____

- | | | | |
|---|---|---|--------------------------------|
| <input type="checkbox"/> Cooking/Reheating | <input type="checkbox"/> Gas | <input type="checkbox"/> Elec | <input type="checkbox"/> Other |
| <input type="checkbox"/> Hot Holding | <input type="checkbox"/> Gas | <input type="checkbox"/> Elec | <input type="checkbox"/> Other |
| <input type="checkbox"/> Cold Holding | <input type="checkbox"/> Gas | <input type="checkbox"/> Elec | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Garbage/Solid Waste | | <input checked="" type="checkbox"/> On Site | |
| <input type="checkbox"/> Other <i>Explain</i> | | | |
| <input type="checkbox"/> Liquid Waste Disposal | | <input type="checkbox"/> On Site | |
| <input type="checkbox"/> Other <i>Explain</i> | | | |
| <input type="checkbox"/> Thermometers | <input type="checkbox"/> Metal Stem | <input type="checkbox"/> Refrigerator | |
| <input type="checkbox"/> Gravity Handwash Station | | <input type="checkbox"/> Sanitizer | |
| <input type="checkbox"/> Test Kit | <input type="checkbox"/> 3-Compartment basin set-up | | |

I hereby agree to abide by all requirements of the Food Sanitation Ordinance as it relates to temporary food stands and understand that the enforcement authority may impose additional requirements and may prohibit the sale of some or all potentially hazardous food to protect the public. I further agree not to sell any home prepared products. I voluntarily agree to destroy any food deemed to be unfit for human consumption or hazardous to the public health. My failure to dispose of condemned food shall be grounds for immediate closure of the food operation.

Signature: _____
Date: _____

 Health Authority Signature

TREASURY DIVISION USE ONLY – TEMPORARY 0204

Business Registration Fee: \$35.00 or 501 (c) (3)
 Temporary Food Permit Fee: \$25.00

Vendors shall not open for business prior to paying and obtaining a permit from Environmental Health Consumer Health Protection.

Amount Paid: \$ Date:



Albuquerque Fire Marshal's Office Tent/Canopy Floor Plan

124 Silver SW
Albuquerque NM 87102
Phone (505) 764-6300
Fax (505) 764-6323

Approved **Disapproved**
Van # _____ Date _____ Case# _____
Officers Signature _____

Approved plans do not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with the approved plans.

Sketch the layout of your booth. Be sure to include all tables, chairs, trash can(s), displays, cooking equipment, food holding equipment, service area and hand washing station. Indicate the size and front of your booth.

LEGEND:

- ILLUMINATED EXIT SIGN FIRE EXTINGUISHER
- EMERGENCY LIGHTING NO SMOKING SIGN
- GENERATOR UNIT NO ICE WALL
- 4" x 4" OPENING TENT SIDE WALL
- FIRE HYDRANT GENERATOR MOTOR
- FIRE EXTINGUISHER LIQUEFIED PROPANE GAS

OFFICER COMMENTS:

Revised 6/20/10



**CITY OF ALBUQUERQUE
BUSINESS AND HEALTH PERMIT APPLICATION
PO BOX 17
ALBUQUERQUE, NM 87103-0017**

PLEASE ANSWER ALL QUESTIONS -INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

YEAR

Albuquerque Wine Festival/Balloon Fiesta Park	May 27 -29, 2017
TEMP EVENT / LOCATION	DATE OF EVENT

***REQUIRED FIELDS**

BUSINESS OWNER

*OWNER NAME:			
*ST#	*STREET NAME	*STREET TYPE	*POST DIR
*CITY	*STATE	*ZIP	
*PHONE#	EMAIL OR FAX#		
Temp Event 9999999999	<input type="checkbox"/> PROPRIETORSHIP/SOLE OWNER <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	<input type="checkbox"/> LLC <input type="checkbox"/> NOT FOR PROFIT <input type="checkbox"/> OTHER	
*STATE TAX ID#	*OWNER TYPE		

BUSINESS FACILITY (BOOTH NAME)

FACILITY NAME:		BOOTH NAME:	
ST#	STREET NAME	STREET TYPE	POST DIR
Albuquerque		NM	
CITY		STATE	ZIP
PHONE#	FAX#		
MAILING ADDRESS IF DIFFERENT FROM ABOVE			
ST#	STREET NAME	STREET TYPE	POST DIR
CITY		STATE	ZIP

SIGNATURE

DATE

FEEES SUBJECT TO CHANGE

TREASURY DIVISION BUSINESS REGISTRATION

(IF CURRENTLY REGISTERED PROVIDE COPY OF CERTIFICATE IN PLACE OF \$35.00 FEE)

\$35.00

ADMINISTRATIVE FEES ARE NONREFUNDABLE

DESCRIBE PRODUCTS OR SERVICES PROVIDED:

CIRCLE APPROPRIATE DESCRIPTION

ART CRAFTS JEWELRY FOOD

IF ANY QUESTIONS CONTACT : ANN CHAVEZ @ 505-768-3398