



2025 ARTISAN INSURANCE REQUIREMENTS

Artisans shall provide insurance certificates for each coverage listed below. Neither insurance policies nor insurance cards are acceptable.

Insurance certificates must be current and valid from 10/1/25 through 10/13/25 and must be received no later than August 15. Artisans are not permitted to check in or begin set up until all insurance certificates have been received.

General/Product and Premises Liability Insurance

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

The following coverage amounts are required:

Artisans Selling only Merchandise

\$1,000,000.00 per occurrence/ \$2,000,000 aggregate.

Artisans Selling Food/Consumable Items

\$1,000,000.00 per occurrence/ \$3,000,000 aggregate.

The following must be named as additional insureds on the product and premises liability insurance:

AIBF and its directors, agents, employees, contractors and volunteers

4401 Alameda NE, Albuquerque, NM 87113

City of Albuquerque Risk Management Department

PO Box 1293, Albuquerque, NM 87103

City of Albuquerque Parks & Recreation Department

PO Box 1293, Albuquerque, NM 87103

Kawa Management, LLC

6619 Suerte Place, Albuquerque, NM 87113

Workers' Compensation Insurance

Artisan 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. Artisan shall provide AIBF 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

Please contact the Artisan Manager for a Workers' Compensation Verification Addendum if needed.

Automobile Insurance

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