



# Balloon Fiesta Park Field Event Reservation Application



**KEEP THIS PAGE FOR REFERENCE**

**Balloon Fiesta Park – Application Process**

***THE EVENT RESERVATION APPLICATION MUST BE SUBMITTED A MINIMUM OF 45 DAYS  
PRIOR TO THE EVENT DATE.***

## **Field Rental Application Process:**

1. Review the Balloon Fiesta Park Reservation Map and Approved Fee Schedule.
2. Contact the Parks and Recreation Department for park availability – (505) 768-6094 or 768-6050
3. Fill out the Field Event Reservation Application. Incomplete applications will not be considered.
4. Initial the Rules and Regulations section on page 8.
5. Sign the Declaration section on page 9.
6. Attach the proposed event layout on the provided map or similar.
7. Park usage may be coordinated with other activities. Exclusive use can only be provided if the entire field is reserved.
8. Email, mail or deliver your signed application, initialed rules section and layout map to the address below. Incomplete applications will not be considered. Applications without a layout map will not be approved until event layout is provided.

## **CHECK LIST FOR COMPLETED BALLOON FIESTA PARK USE APPLICATION:**

- ☐ Complete, sign and submit Balloon Fiesta Park Use Application – include layout map & initialed Rules section
- ☐ After Park Use Application is reviewed you will receive an invoice. Submit **Non-Refundable Application Fee** in the amount provided in the invoice. The application fee will be applied toward payment of the total amount of the park rental fee. The remaining balance **will be due no later than 30 days prior to the event**. Events not paid will be canceled.
- ☐ Obtain required Special Event Permits (i.e. noise, public celebration, fire marshal tent and public assembly, street closures, vending, APD crowd & traffic control) as needed. Special Events Permits obtained @ <https://www.cabq.gov/artsculture/event-permits> .

**SPECIAL EVENT PERMITTING MUST BE COMPLETED 7 DAYS PRIOR TO EVENT.**

- ☐ Provide required insurance certificate.
- ☐ Contact COA Office of Neighborhood Coordination, 505-768-3334, to obtain NA email address for event notification.
- ☐ Submit \$2500.00 damage deposit payment.

(continued next page)



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### Balloon Fiesta Park – Application Process

- ☐ Events anticipating over 3,000 participants or who's event will impact businesses along Balloon Fiesta Parkway must also notify Balloon Fiesta Park businesses via email. They are:

- 1) [georgia.contreras@farmcreditnm.com](mailto:georgia.contreras@farmcreditnm.com)
- 2) [cheryl.sandoval@denora.com](mailto:cheryl.sandoval@denora.com)
- 3) [cesar\\_garcia@bcbsnm.com](mailto:cesar_garcia@bcbsnm.com)

**If the application and all required permits are not finalized prior to the event, the event will be cancelled.**

*It is up to the applicant to conform to the current laws and requirements and assure that the event has all the necessary permits and remains in compliance throughout the entire event. Failure to comply with the requirements of the City of Albuquerque can result in a shutdown of the event with possible legal ramifications.*



# Balloon Fiesta Park Field Event Reservation Application



## PART I. EVENT PLANNING INFORMATION

Name of Event: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Set-up day/time (LIST TIMES FOR ALL SET UP DAYS):  
\_\_\_\_\_

Event Start time: \_\_\_\_\_

Event End time: \_\_\_\_\_

Clean-up completed time: \_\_\_\_\_

Heaviest Use Period: \_\_\_\_\_

Area of Park to be used – mark all that apply (see map for designated areas):

D1	D2	D3	D4	D5
D6	D7	Vendor's Row	Park Roads	Entire Park

Additional areas to be used: \_\_\_\_\_

Projected # of Attendees: \_\_\_\_\_

Projected # of Out of Town Attendees: \_\_\_\_\_

Name of Event Sponsor: \_\_\_\_\_

Contact Person responsible for event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Voice: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name during event: \_\_\_\_\_

Emergency Contact Phone Number during event: \_\_\_\_\_



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## PART II. EVENT INFORMATION

1. Have you or your organization sponsored a **SIMILAR SIZED EVENT**? Yes ☐ No ☐

If yes, please provide **EXAMPLES** from the last two years with name, email and phone contacts  
(on attachment if necessary): \_\_\_\_\_

\_\_\_\_\_

2. The City of Albuquerque requires liability **INSURANCE** of \$2,000,000 with the City of Albuquerque, PO Box 1293, Albuquerque, NM 87103 and the Albuquerque Metropolitan Arroyo Flood Control Agency (AMAFCA), 2600 Prospect NE, Albuquerque, NM 87107 (if needed) named as additional insured.  
(A note on the certificate is required that indicates: "Should any of the above described policies be cancelled or modified before the expiration date thereof, the issuing company will mail 30 days prior written notice to the certificate holder named to the left.") If carnival ride insurance is needed, it will be at the amount of \$3,000,000 per NM State Statute 57-25-3.

Can you or your organization provide these levels of insurance? Yes ☐ No ☐

Will certification of insurance be required for AMAFCA? Yes ☐ No ☐ (COA Staff to fill out)

3. Is the event open to the public? Yes ☐ No ☐

4. Will you have SALES? Yes ☐ No ☐ or collecting DONATIONS? Yes ☐ No ☐

If YES, please describe:

\_\_\_\_\_

### 5. **EVENT FEES:**

Will you be **CHARGING ADMISSION**?

Yes ☐ No ☐

Will **tickets** be **PRE-SOLD**?

Yes ☐ No ☐

Will you be charging for **PARKING**?

Yes ☐ No ☐

If **YES**, what is the estimated # vehicles? \_\_\_\_\_

### 6. **FOOD AND BEVERAGES:**

**ALL VENDORS ARE REQUIRED TO BE REGISTERED WITH THE STATE OF NEW MEXICO AND CITY OF ALBUQUERQUE AND OBTAIN REQUIRED PERMITS AND APPROVALS.**

- a. Will you **SELL** ☐ **SERVE** ☐ and/or **COOK** ☐ food? Check all that apply

**Describe heat source for cooking:**

\_\_\_\_\_



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**Note:** Environmental Health permits will be required for all facilities for an event where food will be sold by vendors or sponsors of the event. Fire inspections, tent and zoning permits may be required. Environmental Health permits are not required for private parties, picnics, bake sales, etc.

b. Do you plan to **SERVE** or **SELL ALCOHOL**? Yes ☐ No ☐

Name of liquor vendor: \_\_\_\_\_

Name of security company: \_\_\_\_\_

Dimensions of beer garden: \_\_\_\_\_

**Please Note:** Alcohol service and sales require an additional \$2,000,000 liquor liability insurance identifying the City as additionally insured and a Special Dispensers Permit or Public Celebration Permit. **A charge of \$.50 per wristband issued for alcohol sales will be invoiced and collected after the event. An accounting of the liquor sales is required to be provided within 7 days of your event.**

7. Security is required at events serving alcohol **and** at events with over 800 people in attendance.

Name of Security company (required): \_\_\_\_\_

**In addition to security required by COA Special Event Permitting for beer gardens, Balloon Fiesta Park has the following minimum security requirements:**

- 1 Tier 2 guard per 250/attendees

8. Check **UTILITIES** needed – fees apply: Water ☐ Electricity ☐

## 9. EVENT SITE SETUP:

a. Will **TENTS** be used? (definition: enclosed on 3 or more sides): Yes ☐ No ☐

If yes, provide your layout map including information concerning size, location and number. Contract will not be signed until a layout map is provided.

b. Will **CANOPIES** be used? (Definition: no walls) Yes ☐ No ☐

If yes, provide your layout map including information concerning size, location and number. Contract will not be signed until a layout map is provided.

c. Will **FENCING** be used? Yes ☐ No ☐

If **YES**, freestanding? Yes ☐ No ☐

If **YES**, Provide fencing location on your layout map. Contract will not be signed until a layout map is provided.

d. Will **STAGES** be used? Yes ☐ No ☐

If **YES**, Provide stage location on your layout map. Contract will not be signed until a layout map is provided.

e. **INFLATABLES** or **JUMPERS** use? Yes ☐ No ☐

If **YES**, provide information concerning size, location and number on your layout map.

Jumper Company \_\_\_\_\_,

All jumpers must have proof of New Mexico Carnival Act insurance.



# Balloon Fiesta Park Field Event Reservation Application



Approved Jumper Companies can be found at: <https://www.cabq.gov/parksandrecreation/parks/park-use-rental/inflatable-fun-jumps>

f. Will **AMPLIFIED SOUND** and/or **MUSIC** be used? Yes ☐ No ☐

If **YES**, describe source: \_\_\_\_\_

**A noise permit is required from City of Albuquerque Environmental Health Department, 505-768-2629, or <http://www.cabq.gov/environmentalhealth/noise/noise-permits>**

The applicant will ensure that any amplified sound will remain within the guidelines of the City noise permit and be directed away from the adjacent neighborhoods. Sound must be no louder than 55db at the perimeter of the park and 90db at the source.

- g. Events with over 4000 people require an approved traffic control plan and parking control. Event sponsor will provide traffic control and directional signage at the event if determined to be necessary. **A traffic control plan (TCP) will need to be submitted to the Special Event Permitting Committee.**
- h. Events with over 1200 people require parking control. Event sponsor will provide a minimum of 6 people for Parking control. Events that do not provide the minimum number of parking attendants will be charged **an additional \$500.00/day**. Amount will be deducted from the damage deposit.
- i. Events must post a volunteer or staff person at the intersection of Balloon Museum Dr. and Jefferson as part of the traffic control regardless of size of event. Failure to provide staffing will result in a \$50/hr. fee that will be subtracted from the damage deposit after the event.

## 10. CONCERT EVENTS:

- a. Is your event a live music concert: Yes ☐ No ☐
  - i. Provide your layout map including stage location.
  - ii. Provide information concerning band(s) names, sanitation/trash, traffic control plan, parking plan and security oversight plan. Contract will not be signed until provided.
  - iii. Live concerts have specific set-up and tear-down schedules that need to be factored into your rental days and panels.
  - iv. Live concerts will be restricted to the north end of the park for placement of main stage.
  - v. **A refundable damage deposit is required to be paid to the City of Albuquerque prior to set up. The City of Albuquerque reserves the right to charge a higher damage deposit for concert events based on size and scope.**



# Balloon Fiesta Park Field Event Reservation Application



## Part III: Rules and Regulations

### Applicable Ordinances (Variance from Mayor's Office is required):

10-1-1-3 Park Property; 10-1-1-4 Sanitation; 10-1-1-6 Traffic; 10-1-1-7 Recreational Activities; 10-1-1-8 Merchandising, Advertising and Signs; 10-1-1-10 Park Operating Policy, 9-20-2 Prohibitions on Fireworks

### Selected Excerpts from City Ordinances:

- No hunting (air rifles, spring guns, bows and arrows, slings, trapping, guns)
- No smoking, vaping or smokeless tobacco on city property
- No vandalism
- No glass containers
- Motorized vehicle shall only be used in designated areas.
- Engaging in dangerous amusement (e.g. throwing or propelling objects such as hard balls, stones, arrows, javelins, and roller skates) in areas that have not been designated for that use is prohibited.
- Vending and Peddling: Except as a licensed concessionaire by City and under the authority and regulation of the Mayor.
- Advertising/Signs: No advertising or posting of signs, except as licensed concessionaire and under the authority and regulation of Mayor.
- City of Albuquerque Ordinance prohibits the sale and use of all Aerial Fireworks and Ground Audible Devices within the city limits.

### Additional Rules:

- The application fee will be applied toward payment of the total amount of the park rental fee. The remaining balance will be due no later than 30 days prior to the event. Events not paid in full in advance will be subject to cancelation without refund.
- Bicycles may be prohibited during certain events at Balloon Fiesta Park.
- Portable restrooms must be placed on asphalt, dirt or concrete areas and may NOT be placed on grass.
- Tents and canopies may be staked in the dirt or grass ONLY. Staking for tents or canopies must be coordinated with a Park Management Division representative. **No staking is allowed on pavement without prior approval - sandbags and water barrels only. Repairs to pavement will be charged to event or deducted from the damage deposit.**
- Balloon Fiesta Park is the premiere ballooning capital of the world. Some restrictions may be imposed to ensure balloon compatibility.
- Dogs, with the exception of service dogs, are not allowed in the Balloon Fiesta Park without advance permission. Dogs must be on a leash at all times.
- All users of Balloon Fiesta Park are to respect other users, including park tenants, neighboring residents and businesses.
- All uses of Balloon Fiesta Park are at the user's own risk.
- Balloon Fiesta Park is open to the public from 7:00 am to 9:00 pm. Exceptions are made as part of an agreement between a Park tenant and the City of Albuquerque.

5500 Balloon Fiesta Parkway NE, Albuquerque, NM 87113  
Phone: (505) 768-6094 or 768-6062 E-Mail: [sarahgonzales@cabq.gov](mailto:sarahgonzales@cabq.gov)

11.18.24





# Balloon Fiesta Park

## Field Event Reservation Application



- Balloon Fiesta Park is a public park. For special events and those events requiring reservations, the park has been designated as a fee area, following the park fee schedule.
- Persons responsible for park events or activities must ensure that trash receptacles are available during the event or activity and that trash is removed from the park following the event/activity. Responsible parties may remove trash from the park themselves, or may, prior to the event, contract with the City of Albuquerque to remove trash.  
**Solid Waste Department: (505) 761-8100, [www.cabq.gov/solidwaste](http://www.cabq.gov/solidwaste)**
- Vehicles are prohibited on the grass areas of the park except when specified and approved as part of an event.
- Roads within Balloon Fiesta Park without otherwise designated speed limits, have a speed limit of fifteen (15) miles per hour.
- All-terrain vehicles (ATV's), motorcycles, and dirt bikes are prohibited within Balloon Fiesta Park.
- Recreational vehicles and motor homes are prohibited within Balloon Fiesta Park except when specified and approved as part of an event.
- Barbeque grills and other food cooking or heating devices used in Balloon Fiesta Park must be placed on asphalt, dirt, concrete, or other non-vegetated surfaces, except when specified and approved as part of an event. Additional restrictions regarding these devices may apply in certain areas of Balloon Fiesta Park.
- Horseback riding is prohibited within Balloon Fiesta Park except when specified and approved as part of an event.
- Camping (as defined by City of Albuquerque Code of Ordinances, chapter 5, article 8, section 5-8-3) is prohibited within Balloon Fiesta Park except when specified and approved as part of an event.
- Baseball, softball, ballooning, soccer, lacrosse, model aircraft and the use of other airborne objects could be hazardous to other users of the park. All users should take adequate precautions while these activities are occurring.
- All model Aircraft shall be electric only with the exception of helicopters. (Model helicopters must be started on paved areas.)
  - a. All pilots will follow AMA Rules and Regulation – see [www.modelaircraft.org](http://www.modelaircraft.org) for specific rules.
  - b. All pilots will use the frequency board if on 72Mhz, and will cooperate with other users of the park to keep the environment safe.
  - c. Licensed pilots only.
  - d. FAA Part 107 states that flying an unmanned plane or drone over people is prohibited.
- Balloon Fiesta Park paved areas, with the exceptions of those within City of Albuquerque right of way, the Los Angeles Landfill and those reserved for parking of tenants' customers and employees, are designated for roller-skating, in-line skating (roller-blading), and similar recreational, but these uses may be prohibited during certain events at Balloon Fiesta Park, at the discretion of the City of Albuquerque Parks and Recreation Department.
- The City of Albuquerque Parks and Recreation Department reserves the right to approve or prohibit activities, regardless of whether they are specified in this policy, as part of the process of negotiating leases, licenses and other agreements with existing and future tenants or users of the Park.
- Should an event need to be cancelled **written notice** is required. The application fee is always 100% non-refundable. There will be no other refunds issued if a renter seeks to cancel 45 days or less prior to the event.
- Renter will comply with the field evacuation in event of emergency or the Thor Guard lightning warning signal - see page 14.

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# Balloon Fiesta Park Field Event Reservation Application



- The Mayor, or designee, and the Parks and Recreation Director, or designee, shall be allowed to enter the premises at any time during any event, and the applicant renter shall not charge for such entry.
- The Leasee shall not sub-lease any part of the premises without the prior written approval of the City.
- Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, as amended.
- In leasing the property, the applicant hereto shall not discriminate against any person on the basis of race, color, religion, gender, sexual preference, sexual orientation, national origin or ancestry, age, physical handicap, or disability as defined in the Americans With Disabilities Act of 1990, as now enacted or hereafter amended.
- In leasing the property, the applicant agrees to meet all the requirements of the Americans With Disabilities Act of 1990, and all applicable rules and regulations (ADA), which are imposed directly on the applicant or which would be imposed on the City as a public entity. The applicant agrees to be responsible for knowing all applicable requirements of the ADA and to defend, indemnify and hold harmless the City, its officials, agents and employees from and against any and all claims, actions, suits or proceedings of any kind brought against said parties as a result of any acts or omissions of the applicant or its agents in violation of the ADA.
- The applicant agrees to defend, indemnify and hold harmless the City and its officials, agents and employees from and against any and all claims, actions, suits or proceedings of any kind brought against said parties because of any injury or damage received or sustained by any person, persons or property arising out of or resulting from the events under this Agreement or by reason of any asserted act or omission, neglect or misconduct of the applicant or applicant's agents or employees or any sub-leasees or its agents or employees. The indemnity required hereunder shall not be limited by reason of the specification of any particular insurance coverage in this Agreement.
- In leasing the property, the applicant shall comply with all applicable laws, ordinances, and codes of the Federal, State and local governments.
- If requested, the event agrees to give the City of Albuquerque Parks and Recreation a minimum of 10 tickets to the event.
- The applicant agrees to follow the directions for the Thor Guard Lightening Prediction system in the event the alarm goes off.
- The applicant agrees that no unauthorized vehicles will be parked on the field during the event. Unauthorized vehicles are subject to a \$50/vehicle fine.

## ACKNOWLEDGEMENT OF RULES & REGULATIONS:

I acknowledge that I have read the accompanying Rules and Regulations. Failure to comply with any of the Rules and Regulations may result in the termination of event and/or loss of all or part of the event damage deposit.

\_\_\_\_\_ Initials of Event Representative



# Balloon Fiesta Park Field Event Reservation Application



## PART IV. DECLARATION

I \_\_\_\_\_ do hereby declare that the enclosed scheduled event will be conducted in accordance with the requirements and recommendations made by the Parks and Recreation Department. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this permit, if approved, may be revoked by the Parks and Recreation Department, Albuquerque Police Department or Fire Department, due to causes beyond the control and without the fault or negligence of either party which would render such performance of this agreement impossible or hazardous. Such causes include, but are not restricted to, acts of God or the public enemy, acts of State or Federal governments, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above or, if in their opinion, the event becomes a public nuisance, or violations of statutes or ordinances are committed by any participant or any of the recommendations herein referred to as the "EVENT PERMIT" are not met.

I also acknowledge that I have reviewed the current Fee Schedule on page 11 and I understand the fees and charges for use of the park.

I acknowledge that I have read the accompanying Rules and Regulations. Failure to comply with any of the Rules and Regulations may result in event termination and/or in the loss of all or part of the event damage deposit.

The event is not approved until the Parks and Recreation Department returns this signed agreement to the event sponsor.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## ***PARKS & RECREATION DEPARTMENT APPROVAL:***

Parks & Recreation Department

\_\_\_\_\_  
Community Recreation Coordinator and BFP Event Center Manager

\_\_\_\_\_  
Date



# Balloon Fiesta Park Field Event Reservation Application



## FEE SCHEDULE

Areas of the Park	Rental Rates
LANDSCAPED AREAS IN THE PARK	
Eastdale Little League – 8 grass fields (available during LL off season only, excl. concession bldg.)	\$200/day/field
Golf Training Center - Driving Range	\$500/day
• Driving Range Lights	\$250/day
Golf Training Center - Pitch & Putt Course	\$700/day
Northern Launch Field Area (grass panesl D2 – D7) low impact events of 4,999 or less participants	\$1,750/day
Northern Launch Field Area (grass panels D2 – D7) high impact events of 5,000 or more participants	\$3,400/day
Use of One Grass Panel Area: D1, D2, D3, D5, D6 or D7	\$600/day
Use of Grass Panel Area D4	\$875/day
Use of One Field Area on One Grass Panel Area	\$200/day
Use of asphalt access roads between Grass Panels (walks, runs and bicycle events)	\$600/day
Vendor Row only	\$600/day
Anderson/ Abruzzo Albuquerque International Balloon Museum - Please Contact (768-6028)	
PARKING LOTS (for events that are held in parking lots only)	
Small Parking Lots (less than 5 acres)	
Leases more than 2 weeks a fee may be negotiated. Leased areas may require additional authorization.	
Alameda Parking Lot - Approx. 250 spaces (not shown on map)	\$150/day
Eastdale Little League Lot - Approx. 266 spaces	
Sid Cutter Parking Lot - Approx. 240 spaces	
Event Center Parking Lot - Approx. 225 spaces	
North Camino Parking Area - northeast corner of park (approx.: 300 feet by 400 feet)	
Southern President Lot - triangular space (300 feet x 500 feet)	
Large Parking Lots (over 5 acres in size)	
Leases more than 2 weeks a fee may be negotiated. Leased areas may require additional authorization.	
East Parking Lot - East of vendor's row (approx.: 1450 feet by 500 feet - 1,000 spaces)	\$600/day
North Parking Lot - North of launch field (approx.: 1400 feet by 500 feet - 1,000 spaces)	
South Parking Lot - West of Balloon Museum (irregular- approx. 1,000 spaces)	
President's Parking Lot - RV parking east of Sid Cutter Pilots' Pavilion on top of hill	
Kapnison Parking Lot - Northeast of launch field (apprx: 1000 feet by 250 feet – 1,000 spaces	
Honeywell Parking Lot – Southeast of launch field (apprx: 550 feet by 1300 feet – 1,600 spaces	
Sumitomo Parking Lot - East of President's Lot (500 feet x 700 feet – 400 spaces)	
Other Amenities	
Small Mobile Stage (w/ roof)	\$500/day
Public Safety Building – restrictions apply	\$200/day
Event use of Water and/or Electric	\$100/day
Event Vendor Use of Water and/or Electric	\$35/day

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# Balloon Fiesta Park Field Event Reservation Application



## RESERVATION MAP



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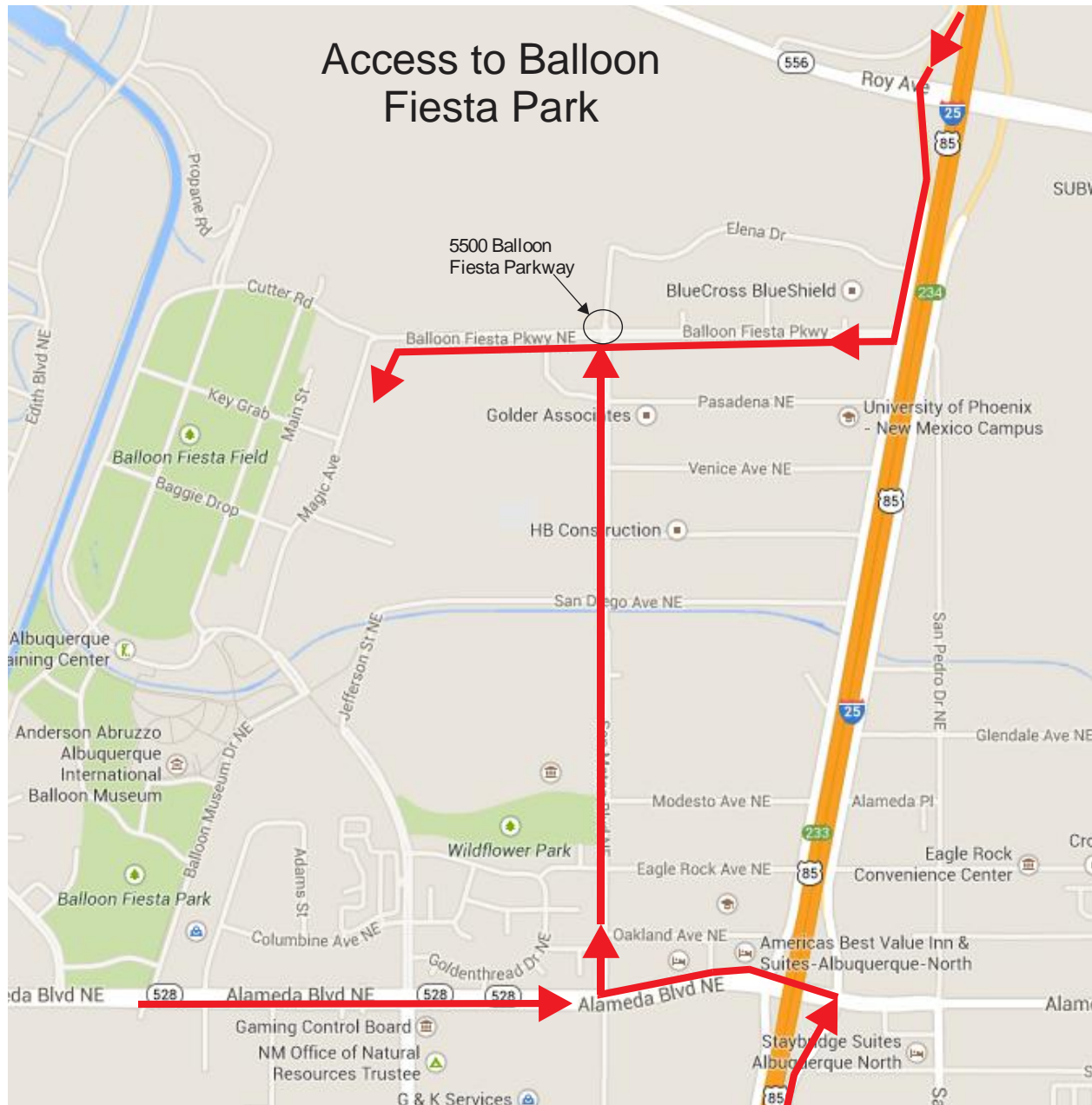




# Balloon Fiesta Park Field Event Reservation Application



**PARK ACCESS AND ADDRESS:**  
**5500 BALLOON FIESTA PARKWAY NE**



**5500 Balloon Fiesta Parkway NE, Albuquerque, NM 87113**  
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## Emergency Exit Route

The above shows the proposed exit plan in the event of an emergency evacuation. If the above plan is not suitable for the event, the event must provide an alternative evacuation plan. All event vendors must be notified and comply with said plan.



### Thor Guard Lightning Prediction System in use at BFP:

- The WARNING is a 15 second horn blast and flashing strobe lights – means evacuate field to cars immediately
- The Strobe lights (north, south, east and west ends of field) will continue flashing while lightening is a threat
- The ALL CLEAR is three 5 second horn blasts and the strobe lights will stop flashing
- Check the website below for radar information
- <http://360.thormobile.net/abqballoonfiesta/mobile/>
- It is the Event Organizer's responsibility to announce the lightening threat immediately after the warning is sounded
  - Instruct attendees to shelter in their vehicles or rideshare people under Kawanis structure
  - Shut down vendor sales
- When the all clear is sounded, it is the Event Organzier's responsibility to announce the event is reopened

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