



The City of Albuquerque
Application for
Old Town Portal Market
Solicitations Permit
January 2016

H-1 HISTORIC OLD TOWN ZONE

Application for mid-year: January 1, 2016-June 30, 2016

A solicitations permit application must be completed, signed and submitted to the City of Albuquerque Treasurer's Office (Plaza Del Sol, 600 2nd St. NW) to be eligible to participate in the procedures governing the issuance of permits for the H-1 Historic Old Town Zone. A \$25 non-refundable application fee will be due at the time application is submitted.

Applications for January-June 2016 are based on space availability. Should you require assistance with this application, please call 505-768-3561.

Within 6 (six) days of acceptance into the Portal Market program, prospective Vendors must pay their \$100.00 Permit Fee, supply 2 Passport-Style Photos for each vendor in the Craft Unit, and provide a current copy of a City of Albuquerque Business Registration for each vendor in the Craft Unit at the Treasurer's Office.

Please provide the full name of all members in the Craft Unit (up to three individuals permitted):

Primary Member

Name

____-____-____

Social Security #

Home Address

City/State

Zip Code

Phone

Alternate Phone

E-mail

Permanent Address (if different from above)

City/State

Zip Code

Date of Birth

____-____-____

NM Gross Receipts Tax ID# (unique to Primary Member)

Second Member

_____	_____ - _____ - _____	
Name	Social Security #	

Home Address	City/State	Zip Code
_____		_____
Phone	Alternate Phone	E-mail
_____		_____
Permanent Address (if different from above)	City/State	Zip Code
_____		_____
Date of Birth	_____ - _____ - _____	
	NM Gross Receipts Tax ID# (unique to Second Member)	

Third Member

_____	_____ - _____ - _____	
Name	Social Security #	

Home Address	City/State	Zip Code
_____		_____
Phone	Alternate Phone	E-mail
_____		_____
Permanent Address (if different from above)	City/State	Zip Code
_____		_____
Date of Birth	_____ - _____ - _____	
	NM Gross Receipts Tax ID# (unique to Third Member)	

Description of Items

1- Give a brief, detailed description of the type of hand-crafted items that you will offer for sale.

(A) _____

(B) _____

(C) _____

2- List each address where hand-crafted items will be made (include each Craft Unit Member's Studio):

Studio Address A	City/State	Zip Code
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Studio Address B	City/State	Zip Code
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Studio Address C	City/State	Zip Code
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3- Under Penalty of perjury, I declare that all items which are to be offered for sale by me in the H-1 Historic Old Town Zone will be **hand-crafted items** as defined in the City of Albuquerque Old Town Solicitations Ordinances and are **made only by me or the members of this Craft Unit**.

Acknowledged by: _____
(Initials A) (Initials B) (Initials C)

4- Under Penalty of perjury, I declare that the applicant and all Craft Unit members is/are 18 years of age or older.

Acknowledged by: _____
(Initials A) (Initials B) (Initials C)

5- I agree and understand that the applicant and Craft Unit members' names may not appear on more than one Old Town Solicitations Permit Application.

Acknowledged by: _____
(Initials A) (Initials B) (Initials C)

6- I agree to allow the City's designated representatives to visit the places where my/our hand-crafted items are made.

Acknowledged by: _____
(Initials A) (Initials B) (Initials C)

7- I acknowledge that I am not a City Employee for any purpose whatsoever; that I am/we are independent contractor(s) and not entitled to benefits from the City under the Workers' Compensation Act of the State of New Mexico or any other law, ordinances, regulation or policy.

Acknowledged by: _____
(Initials A) (Initials B) (Initials C)

8- I agree to be responsible for my own acts, errors, and omissions when using this Permit and I agree to indemnify and hold harmless the city, its officers and employees from any and all damages or injury to persons or property proximately caused by the act or neglect of the vendor or by hazardous or negligent conditions maintained at the solicitations location.

Acknowledged by: _____
(Initials A) (Initials B) (Initials C)

9- I agree that the City of Albuquerque is not responsible for any damages which result from acts of nature or actions of others, including, but not limited to, customers, and I expressly release and hold the City harmless from liability for injuries to me, or damage to my property or equipment.

Primary Member Signature

Date

Craft Unit Second Member Signature

Date

Craft Unit Third Member Signature

Date

10- Describe in detail or provide a drawing of your Maker's Mark

“Makers Mark” means an individual Craft Person’s Mark or Craft Unit Mark, used to verify the creation of an object by that person or Craft Unit.

Maker's Mark for Primary Member	Maker's Mark for Second Member	Maker's Mark for Third Member

The Old Town Portal Market is a program of the City of Albuquerque’s Cultural Services Department.

Thank you for your application!