

**Old Town Portal Market Application Process**  
**For July 1, 2018 – June 30, 2019 Permits**  
**Applications will be open from April 16 to May 15, 2018.**

**Thank you for your interest in the Old Town Portal Market.**

**What is the Old Town Portal Market?**

The Historic Old Town Portal Market is administered by the City of Albuquerque in order to foster the educational, cultural and artistic interests of the H-1 Historic Old Town Zone.

**Craft Units:** There are up to 50 Craft Units in the Portal Market. Each Craft Unit is comprised of one, two, or three artisans. All of the items that are offered for sale by the Portal Market artisans are hand crafted by the artisans' Craft Units.

**Permits:** Portal Market artisans must obtain a permit on an annual basis. Permits are valid from July 1 thru June 30 of the following year.

**Studio Visit:** Studio visits are mandatory for all participants in the program. Studio Visits assure that Craft Units are capable of producing the items that will be sold on the portal.

**Lottery:** The Portal Market has 15 spaces available per day. The lottery is held each Wednesday where Craft Units are on average awarded two or three spaces a week. Craft Units are expected to participate in the weekly lotteries and plan to sell on the portal on a regular basis.

**Hours:** Business hours for the Portal Market are 9 a.m. to 9 p.m., with most Craft Units setting up by 10 a.m. and closing up sometime after 4 p.m. Participation by the artisans on any given day is dependent on seasonal traffic and weather conditions.

**How do I apply for the Old Town Portal Market?**

- **Applications:** Applications are available from April 16- May 15. Please return a completed application to the City Planning Cashier Office (Plaza Del Sol, 600 2<sup>nd</sup> St. NW.) between 8 a.m. and 4 p.m.
  - Completed applications must include a current copy of a New Mexico Gross Receipts Tax ID Number (one number per member of Craft Unit).
- **New Studio Visits:** New applicants must complete a studio visit to qualify. Call 505-768-3561 to schedule a visit.
- **Spaces:** The Old Town Portal Market accepts 50 Craft Units per year. If more than 50 Craft Units apply, the positions will be selected through a drawing process on Tuesday, May 22 at 1 p.m. in City Hall, 9<sup>th</sup> Floor in the City Council Meeting Room.
- **Acceptance Notices:** The notices of acceptance will be distributed on Wednesday, May 30<sup>th</sup> at 8:30 a.m. following the lottery at the South Broadway Cultural Center (1025 Broadway SE). If you are unable to attend the lottery, please call 768-3561 for information on the notices.

**Upon acceptance,** all prospective craft units 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 City Planning Cashier Office **by June 7** or this application will be considered abandoned.

**All Vendors must attend** one of two orientation meetings prior to receiving their permits on June 6 at 8:15 a.m. or on June 7 at 5 p.m., if a vendor misses both of these meetings their permit will not be issued until a makeup meeting has been scheduled with the Portal Market Manager and completed.



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

**H-1 HISTORIC OLD TOWN ZONE**

**Application for July 1, 2018 – June 30, 2019 Permit**

Applicant must complete, sign and submit this application to the City Planning Cashier Office (Plaza Del Sol, 600 2<sup>nd</sup> St. NW) by 4 p.m. on May 15, 2018 in order 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 received after the May 15, 2018 deadline will be placed on a waiting list** for further consideration based on space and availability. Should you require assistance with this application, please call 505-768-3561.

**All new applicants must schedule a studio visit** by calling 768-3561 as soon as they have turned in their application. Permits will not be awarded to new applicants without a studio visit.

**Upon acceptance**, all 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 City Planning Cashier Office within 6 days of receiving the acceptance notice or this application will be considered abandoned.

**All Vendors must attend** one of two orientation meetings on June 6 at 8:15 a.m. or on June 7 at 5 p.m., prior to receiving a permit, if a vendor misses both of these meetings their permit will not be issued until a makeup meeting has been scheduled with the Portal Market Manager and completed.

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

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**Primary Member**

\_\_\_\_\_  
Name

X X X - X X - \_\_\_\_\_  
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)

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**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)

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**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)

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**Description of Items**

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

(Primary Member) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Second Member) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Third Member) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Primary Member Studio Address	City/State	Zip Code
Second Member Studio Address	City/State	Zip Code
Third Member Studio Address	City/State	Zip Code

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 will be **made only by me or the members of the Craft Unit**.

Acknowledged by: \_\_\_\_\_  
(Primary Member) (Second Member) (Third Member)

4- Under penalty of perjury, I declare that I am 18 years of age or older.

Acknowledged by: \_\_\_\_\_  
(Primary Member) (Second Member) (Third Member)

5- I agree and understand that as an applicant I may only apply as a member of one Craft Unit for an Old Town Solicitations Permit.

Acknowledged by: \_\_\_\_\_  
(Primary Member) (Second Member) (Third Member)

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

Acknowledged by: \_\_\_\_\_  
(Primary Member) (Second Member) (Third Member)

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: \_\_\_\_\_  
(Primary Member) (Second Member) (Third Member)

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: \_\_\_\_\_  
(Primary Member) (Second Member) (Third Member)

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.

\_\_\_\_\_  
Craft Unit Primary Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Craft Unit Second Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Craft Unit Third Member Signature

\_\_\_\_\_  
Date

10- Current year permit holders including all craft unit members shall provide evidence of having paid his/her most recently due New Mexico Gross Receipts Taxes to the Old Town Portal Manager by May 15 of each year. Failure to meet this deadline will result in a suspension of your craft unit’s permit and place any application for permit on hold until evidence is provided.

Acknowledged by: \_\_\_\_\_  
(Primary Member) (Second Member) (Third Member)

11– I agree to honor any temporary ban of my physical presence from any applicable area in the H-1 Historic Old Town Zone should I become subject to a notice by the City of an intention to suspend or revoke my Permit due to acts, on my part or on the part of a member of our craft unit, of a violent, threatening, menacing or peace disturbing nature until a Hearing Officer makes a final determination of the intended suspension or revocation, or until the Permit expires for the year.

\_\_\_\_\_  
 Craft Unit Primary Member Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Craft Unit Second Member Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Craft Unit Third Member Signature

\_\_\_\_\_  
 Date

**12- Describe in detail or provide a drawing of your Maker’s Mark**

“Maker’s 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!

Questions: 505.768.3556