

**Old Town Portal Market Application Process**  
**For July 1, 2020 – June 30, 2021 Permits**  
**Applications will be open from April 15 to May 15, 2020**

**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 may be dependent on seasonal traffic and weather conditions.

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

- **Applications:** Applications are available from April 15 - May 15. Please return a completed application to: City of Albuquerque, Cultural Services Department, Old Town Portal Market, PO Box 1293, Albuquerque, NM 87103
  - Completed applications must include a current New Mexico Gross Receipts Tax ID Number for each member of the Craft Unit (each member must have their own unique Tax ID Number).
- **Studio Visits:** New applicants must schedule and complete a studio visit in order to be considered for the Old Town Portal market program. Call 505-768-3561 to schedule a visit. Visits will be scheduled as available during Stay at Home orders.
- **Spaces:** The Old Town Portal Market accepts 50 Craft Units per year.
- **Acceptance Notices:** The notices of acceptance will be mailed on May 22.
- **Upon acceptance,** all prospective Craft Units must pay a \$100 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 **by June 4**. Mail to: City of Albuquerque, Cultural Services Department, Old Town Portal Market, PO Box 1293, Albuquerque, NM 87103.

**All new vendors must attend** an orientation meeting prior to receiving their permits. Meetings will be scheduled based on Stay at Home orders.



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

**H-1 HISTORIC OLD TOWN ZONE**

**Application for July 1, 2020 – June 30, 2021 Permit**

Applicant must complete, sign and mail this application to City of Albuquerque, Cultural Services Department, Old Town Portal Market, PO Box 1293, Albuquerque, NM 87103 by 4 p.m. on May 15, 2020 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, 2020 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. Studio Visits will be scheduled based on the Stay at Home orders.

**Upon acceptance**, prospective Craft Units must pay a \$100 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.

**All new vendors must attend** an orientation meeting prior to receiving their permits. Meetings will be scheduled based on Stay at Home orders.

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

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**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)

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**Second 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 Second Member)

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**Third 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 Third Member)

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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 New Mexico Gross Receipts Taxes dated in the current year (2019) to the Old Town Portal Manager by May 15, no later than 5 p.m., failure to meet this deadline will result in a suspension of your current 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