

**Old Town Portal Market Application
For FY22 Permit Good Through June 30, 2022**

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

The following are the City of Albuquerque (City) policies and rules regarding the revised operations of the Old Town Portal Market with social distancing and COVID procedures in place based on State Health Orders. All Craft Units must agree to these Policies and Rules to participate in the program.

1. **Dates and Times:** The Old Town Portal Market is currently operating on a revised schedule. Vendors with a space must check in by 9:15 a.m. and pay for their space by 9:30 a.m. Vendors must check in and pay for their space prior to setting up the space. Vendors planning on participating in reassignment must be present and checked in by 9:30 a.m., reassignment will be called at 9:30 a.m. There will not be a 1 p.m. reassignment. Vendors that take a space in the morning will be the only vendors allowed in that space for the day. Craft Units may not switch out members during the day. The Portal Market will close at 7 p.m. daily.
2. **Vending Spaces:** Vending spaces will be reconfigured to reflect the current State COVID Health Orders. Vendors are not permitted to set up outside of their assigned space.
3. **Daily Vending Fee:** The daily vending fee will remain \$12 per space, per day. Vendors may not occupy a space until the fee is paid. Fees will only be accepted electronically through Hold My Ticket (www.holdmyticket.com).
4. **Lottery:** Lotteries will be conducted bi-weekly using a random number generator and witnessed by a neutral party. Lottery results will be emailed to vendors and listed on the City's Portal Market webpage. In order to participate in a Lottery, vendors will need to register by Noon on the first and third Wednesday of each month.
5. **Transactions:** All sales transactions are to be conducted in a contactless manner, electronic payments (credit/debit card, Venmo, PayPal, etc.) are acceptable.
6. **Health:** Upon arriving the Portal Manager will check the vendor in on the Wellness Check Sheet and take the temperature of the vendor.
 - I. Any temperature between 95 and 98.9 is considered normal and will be allowed to vend for the day.
 - II. Any temperature between 99 and 100.3 may be retaken several times, until 98.9 or less is achieved.
 - III. Any person with a high-grade fever of 100.4 and above is not allowed to take a space, and must show a negative COVID test result prior to returning to the Portal Market.
 - IV. If a vendor is experiencing symptoms or has tested positive for COVID, participation in the Portal Market will not be permitted until a negative COVID test result is confirmed.
7. **Safety:** In order to maintain a safe workplace, the following procedures have been implemented:
 - I. Vendors may wash down or sweep the Portal prior to **any** blankets being taped down. There will be no use of brooms once any vendor has taped down their space.
 - II. Vendors shall sanitize their space prior to setting up for the day. This may be done as a group effort.
 - III. A Hand Sanitizer station for use by customers and vendors has been provided by the City.
 - IV. Vendors shall wash their hands with soap and water after setting up their space and every two hours thereafter while on the Portal and use hand sanitizer in between these washings.
 - V. Vendors shall wear face coverings at all times while in and around the Portal.
 - VI. Any product touched by a customer without gloves supplied by the vendor shall be placed in an isolation bin.
 - VII. Vendors may sanitize isolation bin product only after leaving the Portal for the day, and return the product to stock the following day.

Any violation of these policies and procedures may result in a 30 day suspension of the Craft Unit.



**The City of Albuquerque Application
for Old Town Portal Market FY22 Solicitations Permit
Good Through June 30, 2022**

In order to be eligible to participate in the procedures governing the issuance of permits for the H-1 Historic Old Town Zone. Applicant must complete, sign and email or mail this application to:

- **Email to:** PortalVendors@cabq.gov
- **Mail to:** Department of Arts & Culture, Old Town Portal Market, PO Box 1293, Albuquerque NM 87103
- **Pay online:** <https://www.holdmyticket.com> – under Application Fee, promo code: AFY22

A \$25 non-refundable application fee will be due at the time application is submitted.

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).

Applications received after the May 14, 2021 deadline will be placed on a waiting list for further consideration based on space and availability. For assistance with this application, please call 505-768-3561.

All new applicants must schedule a studio visit by calling 505-768-3561 as soon as the application has been submitted. Permits will not be awarded to new applicants without a studio visit. (Scheduling studio visits will depend on social distancing and COVID procedures in place based on State Health Orders.)

Upon acceptance, prospective Craft Units must pay a \$100 Permit Fee, supply 1 Passport-Style Photo 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. Payment and all relevant paperwork must be submitted within 6 days of receiving the acceptance notice or this application will be disqualified.

ALL NEW VENDORS MUST SCHEDULE AN ORIENTATION MEETING WITH THE PORTAL MARKET MANAGER. Permits will not be issued until an orientation meeting has been scheduled and completed, call 505-768-3561 to schedule this meeting. (The format of Orientation meetings will depend on social distancing and COVID procedures in place based on State Health Orders.)

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)

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.

(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
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Second Member Studio Address	City/State	Zip Code
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Third Member Studio Address	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 will be **made only by me or the members of the Craft Unit.**

Acknowledged by: _____
 (P Primary Member) (S Second Member) (T Third Member)

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

Acknowledged by: _____
 (P Primary Member) (S Second Member) (T 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

“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 Department of Arts & Culture.

Thank you for your application!

Questions: 505.768.3561