

Old Town Portal Market Application
For FY22 Permit, July 1, 2021 to 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 operations of the Old Town Portal Market. All Craft Units must agree to these Policies and Rules in order to participate in the program.

1. **Dates and Times: Daily Space Assignment:** The Portal Manager shall determine each day at 9:30 a.m. if any solicitation spaces are available for reassignment. All vendors wishing to take an assigned space for the day must check in, by showing their permit, with the manager on duty by 9:30 in order to receive their space. **All vendors wishing to participate in the reassignment process must check in by showing their permit prior to the 9:30 reassignment. Only the Craft Units that have checked in will be called for reassignment** regardless of a Craft Unit being listed on the reassignment list.
2. **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).
3. **Lottery: Lotteries** are conducted on the **FIRST and THIRD Wednesdays of each month** unless the vendors are notified otherwise. The two (2) vendor representatives may attend and observe the operation of the Lotteries or choose one vendor to observe a Lottery in their place. All observations must RSVP to the Portal Market Manager a minimum of one week in advance. **In order to participate in a Lottery, vendors will need to register by noon on the FIRST and THIRD Wednesdays of each month by sending an email to: PortalVendors@cabq.gov**
4. Afternoon reassignment at 1 p.m. will be at the discretion of the City staff. For days that are not monitored by the Portal Market Manager:
 - a. Vendors will be allowed to self-administer afternoon reassignments using the regular conventions of taking the lowest number space available and referring to the Lottery List if there is more than one vendor interested in an available space. The Lottery Lists are available on the backside of the Chair-Alley door (Combo: 2020).
 - b. A vendor interested in taking a space at 1 p.m., or each hour thereafter until 4:30 p.m. shall confirm with a vendor on a nearby space that their intended space is empty, and is the lowest number space available. With a confirmation the vendor should place their permit on the space and go to www.HoldMyTicket.com to pay the space fee, using the promo code which will be available on the Lottery Lists in Chair-Alley (Combo: 2020).
 - c. The vendor must send an email to PortalVendors@cabq.gov or call 768-3561 and leave a voicemail containing: the vendor's name and Craft Unit #, the time, the space that they are taking, and the vendor that witnessed the procedure.
5. The Portal Market will not be monitored on City Holidays. Vendors wishing to take a space on a City Holiday may do so using the general conventions of regular reassignments. There will be no fees charged to vendors on City Holidays. (Space assignment lists will be available in Chair-Alley.)
6. **Washing or Sweeping the Portal:** Vendors wishing to wash down the Portal should do so prior to 8 a.m. Vendors wishing to sweep the Portal may do so prior to 9 a.m. (You may only sweep after 9 a.m. if there are no cloths taped down.) There is a mechanical broom available for sweeping, at any time, in your space or directly in front of your space.
7. **Current New Mexico State Health Orders** will be used to inform policy and rules regarding the health and safety of both vendors and visitors.

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
July 1, 2021 to 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

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

- **Pay online:** <https://www.holdmyticket.com> – under Application Fee, promo code: AFY22

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

____ 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)

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)

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