

## Old Town Portal Market Application For FY24 Permit, July 1, 2023 to June 30, 2024

Thank you for your interest in the Old Town Portal Market. All Craft Units must agree to the following Policies and Rules regarding the operations of the Portal Market in order to participate in the program.

- Daily Reassignment:** 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 or participate in reassignment must check in by showing their permit to the Portal Market Manager prior to 9:30 a.m. Only the Craft Units that have checked in will be called for reassignment regardless of a Craft Unit being listed on the reassignment list.
- Self-Administered Reassignment:** On days that the Portal Market is not monitored by the Portal Market Manager such as, inclement weather days, or afternoon reassignments;
  - Vendors may take their pre-assigned spaces prior to 9:30 a.m., by simply paying their space fee and taping down their cloth.
  - Vendors will be allowed to self-administer reassignments by confirming with a vendor on a nearby space that their intended space is the lowest numbered empty space available. If there is more than one vendor interested in available spaces the vendors shall refer to the lottery list, and determine the proper order of space assignment. Vendors taking a space should then place their permit on the assigned space and pay the space fee. Vendors may conduct self-administered reassignments in the absence of the Portal Market Manager at 9:30 a.m., 1 p.m., or each half hour between 1 p.m. and 4:30 p.m.
  - All vendors that take a space on a regular day that is not monitored by City Staff must send an email to [PortalVendors@cabq.gov](mailto:PortalVendors@cabq.gov) containing: **One (1)** - The vendor's name and Craft Unit #, **Two (2)** - The time, **Three (3)** - The space that they are taking, and **Four (4)** - The vendor that witnessed the procedure.
- 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.)
- Daily Vending Fee:** The daily vending fee is \$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](http://www.holdmyticket.com)).
- Lottery:** 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 a vendor to observe a Lottery in their place. 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](mailto:PortalVendors@cabq.gov) **Registration is not complete until vendors receive a confirmation email from City staff. If you have not received confirmation prior to the lottery, contact James at: 768-3561, or Community Events at: 505-366-1605.**
- Washing or Sweeping the Portal:** Vendors may wash down the Portal spaces prior to 8 a.m. Vendors may sweep the Portal spaces prior to 9:45 a.m. After 9:45 a.m. vendors may use Handheld Dust Pans with Brushes.
- Reporting of issues that might need the attention of the Portal Market Manager or City staff on duty:** Vendors may report Portal Market issues as they arise to the Portal Market Manager at: 505-768-3561, or to City staff on duty by email at: [PortalVendors@cabq.gov](mailto:PortalVendors@cabq.gov), or by phone at: 505-366-1605. The Portal market Manager or City staff member on duty will respond to reported issues in accordance with availability of staff and the severity of any given issue. Issues that rise to the level of Disturbing the Peace or are of a threatening nature should be reported to 242-COPS. Violent or life-threatening events should be reported to 911.
- Current New Mexico State Health Orders** will be used to inform policy and rules regarding the health and safety of both vendors and visitors.

I have read, understood, and agree to follow these Portal Market Policies and Rules.

Craft Unit Primary Member Signature: \_\_\_\_\_, Date: \_\_\_\_\_

Craft Unit Second Member Signature: \_\_\_\_\_, Date: \_\_\_\_\_

Craft Unit Third Member Signature: \_\_\_\_\_, Date: \_\_\_\_\_



**The City of Albuquerque Application  
for Old Town Portal Market FY24 Solicitations Permit  
July 1, 2023 to June 30, 2024**

In order to be eligible to participate in the procedures governing the issuance of permits for the Old Town HPO 5 Zone. Applicant must complete, sign and email or deliver this application in person to:

- **Email to:** [PortalVendors@cabq.gov](mailto:PortalVendors@cabq.gov)
- **Deliver in Person:** To the Portal Market Manager as available at the Portal Market.

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

- **Pay online:** <https://www.holdmyticket.com> – under Application Fee, promo code: AFY24

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 15, 2023 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 no later than May 12**, 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.

**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 prospective vendors must attend a scheduled Orientation Meeting or schedule one with the Portal Market Manager.** Orientation meetings will be held at the Gazebo on June 9<sup>th</sup> at 2:00 p.m. and June 10<sup>th</sup> at 10:00 a.m. Permits will not be issued until an Orientation meeting has been completed, call 505-768-3561 to schedule an Orientation meeting.

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**Primary Member**

\_\_\_\_\_  
Name X X X - X X - \_\_\_\_  
Social Security #

\_\_\_\_\_  
Home Address City/State Zip Code

\_\_\_\_\_  
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

\_\_\_\_\_  
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

\_\_\_\_\_  
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

\_\_\_\_\_

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 Old Town HPO 5 Zone will be **hand-crafted items** as defined in the City of Albuquerque Old Town Solicitations Ordinances along with the program’s Handcrafted Jewelry Guidelines (dated 12/15/2021), 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, dated in 2023, 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 Old Town HPO 5 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.

<b>Maker’s Mark for Primary Member</b>	<b>Maker’s Mark for Second Member</b>	<b>Maker’s Mark for Third Member</b>

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