

Old Town Portal Market Application - FY25 Permit, July 1, 2024 to June 30, 2025

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:** At 9:30 a.m. it will be determined if any solicitation spaces are available for reassignment. All vendors wishing to take an assigned space or participate in reassignment must show their permit prior to 9:30 a.m. Only the Craft Units that have shown their permits prior to 9:30 a.m. and have their permits on hand will be eligible 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 City Staff;
 - 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 referring to the lottery list, and determine the proper order of space assignment.
 - 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 containing: **(1)** - the vendor's name and Craft Unit #, **(2)** - the time, **(3)** - the space that they are taking, and **(4)** - the vendor that witnessed the procedure.
- The Portal Market 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.
- 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 <https://artsandculture.cabq.gov/portal>
- Lotteries:** Lottery are conducted on the **FIRST** and **THIRD Wednesdays of each month** unless the vendors are notified otherwise. The two 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 **Registration is not complete until vendors receive a confirmation email from City Staff.**
- Washing or Sweeping the Portal:** Vendors may wash 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 dustpans with brushes.
- Reporting of issues that might need the attention of City Staff:** Vendors may report Portal Market issues as they arise by emailing PortalVendors@cabq.gov. City Staff 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 security at 505-353-7441 (provided by HOTA), or 242-COPS. Violent or life-threatening events should be reported to 911.

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

Craft Unit Primary Member Signature: _____, Date: _____

Craft Unit Secondary Member Signature: _____, Date: _____

Craft Unit Tertiary Member Signature: _____, Date: _____



The City of Albuquerque Application for Old Town Portal Market FY24 Solicitations Permit July 1, 2024 to June 30, 2025

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 deliver this application:

- **Email to:** PortalVendors@cabq.gov
- **Deliver in Person** at the Portal from 8:30-9:30 a.m. on Saturdays, April 20, April 27, May 4, or May 11.

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

- **Pay online:** <https://artsandculture.cabq.gov/portalpermit25/application>

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, 2024 at 5 p.m. deadline will be placed on a waiting list for further consideration based on space and availability.

All new applicants must coordinate a studio visit no later than May 12 by emailing PortalVendors@cabq.gov 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 one 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 six days of receiving the acceptance notice or units application will be disqualified. Payment link will be provided upon acceptance.

Prospective vendors must attend a scheduled Orientation Meeting. Orientation meetings will be held at the Gazebo on May 30 at 4 p.m. and June 1 at 8:30 a.m. Permits will not be issued until an orientation meeting has been completed.

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)

Secondary Member

Name

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)

Tertiary Member

Name

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

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) (Secondary Member) (Tertiary 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) (Secondary Member) (Tertiary 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) (Secondary Member) (Tertiary 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) (Secondary Member) (Tertiary 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 Secondary Member Signature

Date

Craft Unit Tertiary Member Signature

Date

10- Current year permit holders including all craft unit members shall provide evidence, dated in 2024, of having paid his/her most recently due New Mexico Gross Receipts Taxes 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) (Secondary Member) (Tertiary 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 Secondary Member Signature

Date

Craft Unit Tertiary 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 Secondary Member	Maker's Mark for Tertiary Member

The Old Town Portal Market is a program of the City of Albuquerque’s Department of Arts & Culture.

Thank you for your application!