

**Old Town Portal Market Application
For FY21 Permit Good Through June 30, 2021**

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-19 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:** Reopening the Old Town Portal Market will include operation 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 9:45 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 5 p.m. daily.
2. **Vending Spaces:** Vending spaces will be reconfigured to be six feet apart. There will be nine available spaces per day. Vending spaces will be five feet wide. 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 (holdmyticket.com). All transactions are to be contactless. Cash and check will not be accepted.
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, listed on the City's Portal Market webpage, and posted at the Portal by 9:00 a.m. on the first and third Thursday of the month. In order to participate in a Lottery, vendors will need to register between 8-10 a.m. on the first and third Wednesday of each month.
5. **Transactions:** All sales transactions are to be conducted electronically (credit/debit card, Venmo, PayPal, etc.). Cash, money orders, and checks will not be allowed on the Portal. If a vendor is unable to accept payment electronically, participation in the Portal Market will not be permitted. All transactions are to be contactless.
6. **Health:** Upon arriving to Old Town, vendors will pull into the Loading Zone and wait in their car. The Portal Manager will take the temperature of the vendor.
 1. Any temperature that is 98.9 and below will be allowed to vend for the day.
 2. Any temperature between 99 and 100.3 will be allowed to vend, but the vendor must be rechecked every hour.
 3. Any person with a high-grade fever of 100.4 and above is not allowed to take a space.
 4. If a vendor is experiencing symptoms or have tested positive for COVID-19, participation in the Portal Market will not be permitted until a negative test is confirmed.
7. **Safety:** In order to maintain a safe workplace, the following procedures will be implemented:
 - i. The City will have the Portal power washed once a week. Vendors will be responsible for washing down the Portal on the mornings it is not power washed. Brooms and blowers will not be allowed to be used on the Portal.
 - ii. Vendors are to wash their hands with soap and water as soon as their space is set up.
 - iii. Hand Sanitizer will be provided. Dispensers are to be provided by the vendors.
 - iv. Vendors must wash their hands with soap and water every two hours while on the Portal and using hand sanitizer in between the washings.
 - v. Vendors are to wear face coverings at all times while in and around the Portal.
 - vi. Any and all items that have been touched by a potential customer must be isolated for 48 hours.

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 FY21 Solicitations Permit
Good Through June 30, 2021**

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 submit this application to:

- **Email to:** PortalVendors@cabq.gov
- **Mail to:** Cultural Services, 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/event/362202>, promo code: AFY21

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, 2020 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-19 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 or postmarked within 6 days of receiving the acceptance notice or this application will be considered abandoned.

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. (Scheduling an Orientation meeting will depend on social distancing and COVID-19 procedures in place based on State Health Orders.)

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

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 Cultural Services Department.

Thank you for your application!

Questions: 505.768.3556