



**The City of Albuquerque Application
Old Town Portal Market Solicitations Permit Application
FY 26 - July 1, 2025 to June 30, 2026**

Thank you for your interest in the Old Town Portal Market! Upon acceptance, prospective Craft Units must pay a non-refundable \$100 Permit Fee and supply one passport-style photo for each vendor in the Craft Unit. Payment and all relevant paperwork must be submitted within six days of receiving the acceptance notice or Unit's application will be disqualified. Payment link will be provided upon acceptance.

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.

Prospective vendors must attend a scheduled Orientation Meeting. Orientation meetings will be held at the Gazebo on June 2 or June 3 at 4 p.m. Permits will not be issued until an orientation meeting has been completed.

WHAT WE NEED FROM YOU: **Applications received after May 15, 2025 at 5 p.m. will be placed on a waiting list for further consideration based on space and availability.**

☐ **COMPLETED APPLICATION**

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 19, May 3, or May 10.

☐ **PAYMENT**

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

Pay online: <https://artsandculture.cabq.gov/portalpermit26/application>

☐ **CITY OF ALBUQUERQUE BUSINESS LICENSE**

Completed applications must include a current City of Albuquerque Business License. Each member must have their own Business License.

☐ **SIGNED RULES**

Page 3 outlines the list of rules that must be followed. Read through them carefully before applying to ensure you will be in compliance with the Old Town Portal Market. You are encouraged to make a copy for yourself.

THIS SECTION IS RESERVED FOR COMMUNITY EVENTS STAFF

☐ Declined - Date Notified: _____

☐ Approved - Date Notified: _____ Six Days Out: _____

Application will be considered abandoned if the required items are not submitted within six days of approval.

☐ Craft Unit: _____ - _____ - _____

☐ \$100. Permit fee for the FY26 Portal Market Permit. Order Number: _____

☐ Passport- style photo for each member 2"x2"

☐ NM Gross Tax ID verification

Application procced by: _____

☐ Orientation Completed

☐ Permit Delivered

Member A

Name _____ Business License Permit NO: _____ Social Security # _____

Phone _____ E-mail _____

Primary Member Studio Address (Where hand-crafted items will be made)	City/State	Zip Code
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Member B

Name _____ Business License Permit NO: _____ Social Security # _____

Phone _____ E-mail _____

Primary Member Studio Address (Where hand-crafted items will be made)	City/State	Zip Code
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Member C

Name _____ Business License Permit NO: _____ Social Security # _____

Phone _____ E-mail _____

Primary Member Studio Address (Where hand-crafted items will be made)	City/State	Zip Code
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Maker's Mark - an individual Craft Person's Mark or Craft Unit Mark, used to verify the creation of an object by that person or Craft Unit. Describe in detail or provide a drawing of your Maker's Mark

Maker's Mark for Member A	Maker's Mark for Member B	Maker's Mark for Member C

Description of Items -Give a brief, detailed description of the type of hand-crafted items that you will offer for sale.

Old Town Portal Market Agreement

1. 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**.
2. Under penalty of perjury, I declare that I am 18 years of age or older.
3. 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.
4. I agree to allow the City's designated representatives to visit the places where my/our hand-crafted items are made.
5. 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, regulations or policies.
6. 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.
7. 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.
8. 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.
9. Under penalty of perjury, I declare that I am a member of the Craft Unit that applied to receive a permit for the Old Town Portal Market, and that I/we understand that each of the vendors in the Craft Unit will be subject to the City Ordinance, Rules and Regulations, that Govern the Old Town Portal Market Program.

MEMBER A CERTIFIED AND AGREED: _____ **DATE** _____

MEMBER B CERTIFIED AND AGREED: _____ **DATE** _____

MEMBER C CERTIFIED AND AGREED: _____ **DATE** _____