

# Old Town Portal Market Application For July 1, 2018 – June 30, 2019 Permit

**Thank you for your interest in the Old Town Portal Market.**

## **What is the Old Town Portal Market?**

The Historic Old Town Portal Market is administered by the City of Albuquerque in order to foster the educational, cultural and artistic interests of the H-1 Historic Old Town Zone.

**Craft Units:** There are up to 50 Craft Units in the Portal Market. Each Craft Unit is comprised of one, two, or three artisans. All of the items that are offered for sale by the Portal Market artisans are hand crafted by the artisans' Craft Units.

**Permits:** Portal Market artisans must obtain a permit on an annual basis. Permits are valid from July 1 thru June 30 of the following year.

**Studio Visit:** Studio visits are mandatory for all participants in the program. Studio Visits assure that Craft Units are capable of producing the items that will be sold on the portal.

**Lottery:** The Portal Market has 15 spaces available per day. The lottery is held each Wednesday where Craft Units are typically awarded two or three spaces a week through a drawing. Craft Units are expected to participate in the weekly lotteries and plan to sell on the portal on a regular basis.

**Hours:** Business hours for the Portal Market are 9 a.m. to 9 p.m., with most Craft Units setting up by 10 a.m. and closing up sometime after 4 p.m. Participation by the artisans on any given day is dependent on seasonal traffic and weather conditions.

## **How do I apply for the Old Town Portal Market?**

- **Applications:** If you are applying after the May 15, 2018 deadline you may still apply to be placed on the waiting list for the current permit cycle. Please return a completed application to the City Planning Cashier Office (Plaza Del Sol, 600 2<sup>nd</sup> St. NW.) between 8 a.m. and 4 p.m.
  - Completed applications must include a current New Mexico Gross Receipts Tax ID Number (one number per member of Craft Unit).
- **New Studio Visits:** New applicants must complete a studio visit to qualify. Call 505-768-3561 to schedule a visit.
- **Spaces:** Craft Units that apply after May 15, 2018 will, if accepted, be placed at the end of the waiting list.
- **Acceptance Notices:** If you receive a Notice of acceptance you.
  - must pay a \$100.00 Permit Fee, supply 2 Passport-Style Photos 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 at the City Planning Cashier Office within **six (6) days** of receipt of the 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.



The City of Albuquerque  
 Application for  
 Old Town Portal Market  
 Annual Solicitations Permit

**H-1 HISTORIC OLD TOWN ZONE**

**Application for July 1, 2018 – June 30, 2019 Permit**

Applicant must complete, sign and submit this application to the City Planning Cashier Office (Plaza Del Sol, 600 2<sup>nd</sup> St. NW) in order to be eligible to participate in the procedures governing the issuance of permits for the H-1 Historic Old Town Zone. A \$25 non-refundable application fee will be due at the time application is submitted.

**Applications received after the May 15, 2018 deadline will be placed on a waiting list** for further consideration based on space and availability. Should you require assistance with this application, please call 505-768-3561.

**All new applicants must schedule a studio visit** by calling 768-3561 as soon as they have turned in their application. Permits will not be awarded to new applicants without a studio visit.

**Upon acceptance**, all prospective vendors must pay their \$100.00 Permit Fee, supply 2 Passport-Style Photos 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, at the City Planning Cashier Office 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.

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

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**Primary Member**

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

\_\_\_\_\_ City/State Zip Code

\_\_\_\_\_ Alternate Phone E-mail

\_\_\_\_\_ 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 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)

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**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)

**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 H-1 Historic Old Town Zone will be **hand-crafted items** as defined in the City of Albuquerque Old Town Solicitations Ordinances 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 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