**PRINTED MATTER EVENT APPLICATION 2022**

**WHERE**

**SANTA FE RAILYARD FARMERS MARKET COMPLEX, ENTIRE PORTAL AREA, SANTA FE RAILYARD WILL PROVIDE: WATER, ELECTRICITY, RESTROOMS**

**SCHEDULED EVENT CALANDER**

**EVENT, SUNDAY, JULY 10TH 10AM TO 4PM**

**SETUP, SUNDAY, JULY 10TH 7AM T 930AM**

**CLOSING, SUNDAY, JULY 10TH 4PM TO 7PM**

**(OPTIONAL - VENDORS ARE WELCOME TO KEEP GOING AFTER 4PM TIL 5/6PM)**

**APPLICATION, CRS#, AND PAYMENT SCHEDULE**

**APPLICATION DEADLINE JUNE 15TH**

**ARTIST OR GROUP SIGNUP WINDOW APRIL 15TH TO JUNE 15TH**

**ARTIST ($30), GROUP ($40), PAYMENT APRIL 15TH TO JUNE 15TH**

**CRS# MUST BE SUBMITTED BY JUNE 15TH**

**HELLO PRINTED MATTER PARTICIPANTS**. PLEASE SIGN FORM AND MAIL OR DROP OFF TO THE

ADDRESS BELOW – MUST BE DELIVER BY DEADLINE THX! CALL TO MAKE ARRANGEMENTS

IF YOU CAN’T MAKE DEADLINE OR ARE GOING TO PHYSICALLY DROP OFF AT MY HOUSE. USE CHECKS / MONEY OREDERS ONLY FOR POSTAL DELIVERIES, OR IF YOU DO PERSONAL DELIVERY TO MY HOUSE, CHECKS, CASH OR CREDIT CARD SWIPE EXCEPTED. RECIEPTS WILL BE GENERATED UPON CASH OR CARD PAYMENT OR CHECK

DEPOSIT. REFUNDS FOR CANCELLATIONS ARE AVAILABLE TIL MAY 30TH.

**TO SIGNUP – circle OPTION ONE or OPTION TWO, SIGN and RETURN WITH PAYMENT. ALL VENDORS ARE RESPONSIBLE TO BRING THEIR OWN MATERIALS, TABLES, CHAIRS ETC.**

**OPTION ONE:**

I WOULD LIKE TO GET A VENDOR TABLE TO PARTICIPATE IN PRINTED MATTER EVENT 2022.

I AGREE TO MANAGE MY TABLE AND AREA IN A RESPONSIBLE MANNER, IN CONJUNCTION WITH THE GIVEN EVENTS TIMELINE ABOVE. I AGREE TO PAY THE INDIVIDUAL $30 FEE FOR A VENDOR TABLE.

**OPTION TWO:**

OUR GROUP WOULD LIKE TO GET A VENDOR TABLE (two or more persons) FOR PRINTED MATTER EVENT 2022. OUR GROUP AGREES TO MANAGE OUR GROUP TABLE AND AREA IN A RESPONSIBLE MANNER, IN CONJUNCTION WITH THE GIVEN EVENTS TIMELINE ABOVE. WE AGREE TO PAY THE GROUP FEE OF $40 FOR VENDOR TABLE. PLEASE HAVE A DEDICATED POINT PERSON FOR YOUR GROUP SIGN OFF AND CRS#.

**NAME: CONTACT INFO: CRS#:**

**CRS REQUEST INFO**

IN ORDER TO ALLOW ANY VENDOR TO PARTICIPATE AND TO HAVE MY APPLICATION TO RENT THE RAILYARD SPACE EXCEPTED, I HAVE TO SUBMIT EACH VENDORS CRS# TO CITY OF SANTA FE, MOST OF YOU HAVE ONE, IF YOUR NOT FAMILIAR WITH SANTA FE VENDING, IT’S A TAX ID NUMBER YOU GET FOR FREE FROM STATE OF NEW MEXICO, THAT SAID THERE WILL BE NO MONITORING OF YOU AND YOUR SALES AT EVENT, IT IS SOLELY UPTO THE VENDOR TO COLLECT ANY TAX THAT MAY APPLY TO YOUR SALES, IF YOUR APPLYING AS A GROUP, ONE PERSON FROM GROUP NEEDS TO SUBMIT CRS# FOR GROUP)

**INFO FROM NM TAX AND REVENUE**

HOW TO OBTAIN A CRS IDENTIFICATION NUMBER There are two ways to obtain a CRS identification number. You may fill out and submit the Application for Business Tax Identification Number (ACD-31015) to any local tax office. There is no fee to register or obtain a CRS identification number. If you return your application in person to any district tax office, you will receive your CRS identification number immediately. You may expect your CRS identification within one to two weeks when you return the application by mail. You may also obtain an application at many city, village, and town halls around the state. These offices can assign your CRS identification number immediately when you apply in person. The second way to obtain a CRS identification number is to apply online. Online registration is available at **https://tap.state.nm.us/tap.** A CRS identification number will be automatically generated once registration is complete.

You can register as a sole proprietor, no business name or corporation ID needed etc.

Apply in person or online and get CRS# that day.

If you are uncertain about your registration requirements, contact call center at 1-866- 285-2996.

If you need more time to get CRS, please let me know so we can make arrangements.

**MAIL: TIM JAG**

**1929 KIVA ROAD**

**SANTA FE, NM**

**87505**

**QUESTIONS:** [**TIMJAG@GMAIL.COM**](mailto:TIMJAG@GMAIL.COM)**, 505-577-3663**