

ARTS, CRAFTS, & FOOD VENDORS GUIDELINES FOR ARTS CRAWL PARTICIPATION

Gallup ArtsCrawl Events take place on the second Saturday each month from April - October from 7-9PM on Coal Avenue Downtown Gallup. Set-up is completed earlier.

Handmade arts & crafts vendors: ArtsCrawl setup begins at 5:00 pm. Vendors must supply their own set-up equipment (tables, chairs, canopy).

Vendors: Handmade Arts & Crafts vendors are not required to have a City vendor's license. If you are selling anything other than handmade arts & crafts you will need to submit a description of the items that you intend to sell to the ArtsCrawl Coordinator for approval and get a vendors license. See below for where to obtain such license. Sale of the following is prohibited: Fireworks, Silly String, knives or drug related paraphernalia. The sale of any item with nudity, vulgar or drug related sayings or symbols is also prohibited.

Food Vendors - *important guidelines:*

Food vendors must have a food handler's permit. Food vendors must have the proper City vendor's license:

Fixed Permanent Licensed Businesses pay a vendor's fee of \$100/year.

Mobile Non- permanent Vendors (without a Fixed Permanent Business License) pay \$100/14 day license.

Prepared Food Vendors (selling prepared or pre-cooked food; without a Fixed Permanent Business License) pay \$25/day.

Questions, or to apply for a vendor's license: contact the City Clerk at (505) 863 - 1254 or visit www.gallupnm.gov. This process must be completed prior to the event. It involves several steps.

No amplification will be allowed, other than scheduled entertainment.

SET-UP REQUIREMENTS:

Set-up begins at 4:00pm. Streets start closing at 5:45pm on 2nd Street and Aztec. Coal Avenue closes completely from 1st to 3rd and 2nd street is blocked at Aztec Avenue at 6:00 pm and is *completely closed by 6:00pm*.

When setting up along Coal Avenue or in the Walkway, do not set up in front of

an open business or interfering with a planned ArtsCrawl activity.

Vendors may park temporarily along Coal Avenue to unload from 4:00pm – 5:45pm. *All cars should be moved from Coal Avenue no later than 5:45pm.* No vendors will be permitted vehicular access to the event area after 5:45pm. Gallup Police Department and Streets Departments close Coal Avenue at 6:00 PM.

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