

**GALLUP ARTSCRAWL EVENTS
2ND SATURDAY EACH MONTH, APRIL THROUGH OCTOBER
IN HISTORIC DOWNTOWN GALLUP**

ART & CRAFTS VENDORS GUIDELINES

Please Read Carefully & Follow these Guidelines

Handmade Arts & Crafts Vendors: ArtsCrawl spots are pre-assigned to vendors.

Vendors must supply their own set-up equipment: tables, chairs, canopies, etc. Start setting up at 5:30 PM

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 get a Vendor's License from City of Gallup and submit a description of what is being sold to the Arts Crawl Coordinator for approval.

Vendor's license questions, or to apply for a vendor's license: contact the City Clerk at (505) 863 – 1254 or visit www.gallupnm.gov

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.

Please note:

SALE OF THE FOLLOWING IS PROHIBITED: Fireworks, Silly String, Knives or Drug related paraphernalia. The sale of items with nudity, vulgar or drug related sayings or symbols are also prohibited.

Please note: no amplification will be allowed, other than scheduled entertainment.

SET-UP REQUIREMENTS:

1. Set-up in the Walkway area begins at 4:00pm.
2. Streets will be *completely closed* by Gallup Police Department by 6:00 PM.
3. No vendors will be permitted vehicular access to the area after 5:00pm.

At 5:45pm, Gallup Police and Gallup Streets Department will begin closing the intersection of 2nd Street and Aztec Avenue.

Coal Avenue also closes from 1st to 3rd at 5:45 pm All three intersections are *completely closed* by 5:00pm.

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 starting at 5:00pm–5:45pm.

All cars must be moved from Coal Avenue no later than 5:45pm.

Vehicles must enter at 2nd & Rt. 66 to unload (This means driving the wrong way-south-on 2nd Street **after (only after)** the Gallup PD has closed the intersection at W. Coal & 2nd Street.. This is the one and only vehicle entry point for the event *after 6:00pm*. Vendors wishing to set up their tables on 2nd Street, south of the W. Coal Ave intersection, may do so starting at 6:00pm.

It is important to follow these directions to make sure that we have a good event for everyone

Please note: Gallup Business Improvement District and City of Gallup are not responsible for any lost or stolen equipment, merchandise or other property.

Questions?

Contact: Francis Bee, Executive Director, Gallup Business Improvement District

fb.gallupbid@mailfence.com

Cell: 505-413-6359 (voice or text)

Gallup BID website: gogallup.com/events/

Arts Crawl 2024