

Printed Matter Event Application 2022

Where

Santa Fe Railyard Farmers Market Complex, entire portal area; Santa Fe Railyard will provide water, electricity, and restrooms.

Scheduled Event Calendar

Event	Sunday, July 10	10 am to 4 pm*
Setup	Sunday, July 10	7 am to 9:30 am
Closing	Sunday, July 10	4 pm* to 7 pm

* Optional; vendors are welcome to keep selling until 5 pm or 6 pm.

Application, CRS #, and Payment Schedule

Application Deadline	June 15
Artist or Group Signup Window (payment: \$30 per artist or \$40 per group)	April 15 through June 15
CRS # Must be Submitted by	June 15

See next page for CRS # information.

Hello, Printed Matter Participants. Please sign this form and mail it or drop it off to the address below; must be delivered by the deadline, thx! Call to make arrangements if you can't make the deadline or are going to physically drop it off at my house. Use checks or money orders only for postal deliveries, or if you deliver to my house, checks, cash or credit card swipe are accepted. Receipts will be generated upon cash or card payment or check deposit. Refunds for cancellations are available until May 30.

To sign up, check option one or option two, sign, and return with payment. All vendors are responsible for bringing their own materials, tables, chairs, etc., and for setup, cleanup, pricing, and sales. Wifi will be available for taking payment.

Option One: I would like a vendor space to participate in the 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 space.

Option Two: Our group would like a vendor space (two or more persons) for the 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 a vendor space. Please have a dedicated point person for your group sign off and supply the CRS #.

Signature: _____

Printed Name: _____

Email Address: _____

Phone Number: _____

CRS #: _____

Mail to: Tim Jag, 1929 Kiva Road, Santa Fe, NM 87505.
Questions? timjag@gmail.com, 505-577-3663

Combined Reporting System (CRS) Request Info

In order to allow any vendor to participate in the Printed Matter event (and to have my application to rent the Railyard space accepted), I have to submit each vendor's CRS number to the City of Santa Fe. Most of you have one. If you're not familiar with Santa Fe vending, the CRS is a tax ID number you get for free from the State of New Mexico. Note that there will be no monitoring of you and your sales at the event; it is solely up to the vendor to collect any tax that may apply to your sales. If you are applying as a group, one person from the group needs to submit the CRS number for the group.

Info from the New Mexico Taxation and Revenue Department

HOW TO OBTAIN A CRS IDENTIFICATION NUMBER There are two ways to obtain a CRS identification number.

1. 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.
2. 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 is needed.

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

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

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

Tim Jag, 1929 Kiva Road, Santa Fe, NM 87505.
timjag@gmail.com 505-577-3663