



## **New Mexico State Film Office Online Crew & Resources Directory Application Policy**

The New Mexico Film Online Crew & Resource Directory lists New Mexican film industry vendors and crew members. All listings expire June 30th of each year regardless of when the application was submitted and when the information was uploaded to appear live online.

Applications must meet the following criteria:

### **For All Listings, Crew & Vendors:**

1. Applicants must submit the most recent application (available at nmfilm.com.)
2. Applicants must complete and sign the application for consideration.
3. Applicants may only have one listing per category.
4. An individual's name may only appear once in a category.
5. A company name may only appear once in a category.
6. Applicants may have a maximum of four listings in four different categories.
7. All applicants must have their New Mexican address on the application whether or not they wish for it to appear online.
8. All applicants must have at least one in-state contact number listed.
9. Only in-state checks and in-state money orders are accepted for payment.

(Note: If a check or money order is mailed from out-of-state, this may delay the acceptance of your application as your New Mexican affiliation must be verified.)

### **Additionally Criteria for Crew Listings (Individuals):**

1. Applicant's primary residence must be in New Mexico (NM).
2. Only one name may be displayed in each crew listing.

The New Mexico Film Office (NMFO) reserves the right to verify membership to any union, guild, or association as listed on the application and to inquire about membership residency status by contacting the said affiliation provided by the applicant.

### **Additionally Criteria for Vendor Listings (Companies):**

1. Vendors listing their company must be registered with the New Mexico State Tax & Revenue department.
2. Vendors must provide a state registration number that verifies that the business is based in New Mexico and pays in-state taxes (i.e. a NM tax id number, a copy of a NM business license, a NM PRC number, a NM real estate license number.) Certain businesses require NM licenses and this will depend upon the category in which one requests to be listed. This information will not appear online.

The listings that appear in the New Mexico Online Crew & Resource Film Directory are paid advertising. Neither the State of New Mexico nor the New Mexico Film Office (NMFO) warrants the truth or accuracy of any of the statements contained in the online listings. The NMFO reserves the right to remove listings from the site for non-payment and in the event a listing contains false or misleading information. The NMFO reserves the right to remove listings that are not immediately corrected by the listing entity upon written notice from the NMFO.