

Short North Gallery Hop Guidelines

Vendor application is DUE by the 15th of the MONTH PRIOR to the date of Gallery Hop. We encourage everyone to find a business sponsor to ensure your participation.

Displays

- **All set-ups, no matter the category, cannot be larger than 4 people. No exceptions.**
- Vendors wishing to sell, display, or give away food or beverage must complete a separate application.
- Anything being sold must be handcrafted. If selling merchandise please attach photos of merchandise to be sold along with description.
- Information Distributing must be Cause Related. If distributing information attach copy of all information being distributed for approval.
- Leafleting is not permitted. No tents or canopies are permitted.
- You must leave at least 6ft feet of walking space on the sidewalk in front of your set-up for pedestrian walkways
- All displays will be free standing (no taping or attaching displays to buildings, poles, windows, etc...). No stickers of any kind are permitted to be sold or given away. No display items will be above 4 feet unless pre-authorized by the Short North Business Association (SNBA).
- Do not block access to buildings, sidewalk ramps, or block view of directional and safety signs
- Extension cords or other low items that could trip the public are not allowed. Extension cords must be appropriate, meet the fire codes and be pre-authorized by the SNBA
- Vendor agrees to leave their space free of trash at the end of the Gallery Hop
- No drugs, knives, guns, etc... can be sold or displayed

Sound

- Anyone using an amplifier for music must abide by the noise ordinance regulations and finish at 10pm sharp! The city sound ordinance requires that your noise does not exceed 65 dBA for the one-hour average. Only ONE speaker/amplifier is permitted to be set-up per event.
- **Your sound should NOT be heard across the street, or more than 2-3 doors down from where you are set up. You are expected to do a sound check at set-up to test your sound level.**
- Electric service is not guaranteed in all locations and will be subject to availability. Amplified music must be pre-authorized by the SNBA.

Safety

- No open flames. All fabric coverings, including table covers and backdrops, must be flame retardant. You may be required to produce proof for fire officials. You must not block fire equipment, including fire extinguishers and pedestrian doors.

- Dangerously hot exhibit lighting (such as halogen), heaters plus combustible or explosive materials (such as propane), items stacked high that could fall, or items displayed low that could cause tripping or extremely sharp items or anything that poses a danger to the public are not allowed.
- No loose wires are permitted. Please secure loose wires.

Business Conduct

- Vendor agrees to truthfully represent their merchandise to the buyers and conduct business with the highest of ethical standards.
- Vendor agrees to be courteous in their representation of the Short North Arts District.
- Swearing, vulgarity and crass behavior is not tolerated. You may be asked to leave by the SNBA. There will be no alcohol or illegal drugs permitted on the grounds at any time.
- Set up is at 4pm. **Tear down for everyone is by 10:00PM.**
- Vendor will display valid vendor's license and, if applicable, peddler's permit along with SNBA Gallery Hop permit. Vendor agrees to collect and process all applicable sales taxes. Musicians must have a vendors permit if selling CD's.

Miscellaneous

- You must have your original Gallery Hop Vendor permit before setting up vendor space.
- Reselling (subletting) your assigned space is not permitted.
- In the event of double bookings or any booking problems, the Vendors agree to follow the resolution devised by the SNBA.
- Vendors are responsible for loss and/or liabilities of their merchandise. Vendors will indemnify and save harmless the Short North Business Association against loss or damages of persons or properties.
- The SNBA reserves the right to photograph any persons or property for any reasons whatsoever deemed necessary
- This event is by invitation. Vendor agrees to leave and not return upon request of the SNBA.
- Artists/Vendors under 18 years of age must have the signature of a parent or legal guardian to exhibit merchandise.
- No refunds will be given once permit is issued rain or shine. Vendor will only be charged if application is approved and permit is issued.

*** I have read the Short North Gallery Hop Street Vendor Guidelines and agree to comply**

Signature: _____

Date: _____

Vendor Type	Fee	Number of Months Requested	Total \$	Date(s) Requested
Entertainer Not requesting electricity	\$10			
Entertainers Requesting Electricity	\$25			
Not-For-Profit Sales	\$25			
Retail Sales	\$25			
Information Distribution	\$25			
Political Campaign	\$50			

Company/Organization/Individual Name: _____

Primary Contact Phone #: _____

Address: _____

City _____ State _____ ZIP _____

Cell Phone: _____

Email: _____

Not-for-Profit Federal Identification # (if applicable): _____

Ohio Vendor's License # _____

Describe set – up in detail **8' x 3' space** (exact # of people, equipment, everything that will be on the sidewalk, etc.): _____

Special Needs or Requests: _____

Who is your Short North Business Sponsor? (Business sponsorship means the business gives you permission to set up on the sidewalk in front of their business. This is not a monetary sponsorship.) Business Name & Address:

Business Contact Name & Phone #: _____

Payment can be made by check or credit card. Make check payable to SNBA.

MasterCard, VISA, or American Express

Card # _____

Expiration Date _____ Security Code _____

Name as it appears on card: _____

Billing Address _____

City _____ State _____ ZIP _____

Signature _____

Send Permit Application and Payment to SNBA Mail: 1126 ½ A North High Street • Columbus, Ohio 43201

Email: info@shortnorth.org -or- Fax: 614.299.9520