

## 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.

*\*\*New\*\* There will be upcoming changes for anyone selling merchandise on the public right-of-way sidewalk. The City of Columbus licensing department has notified the SNBA of said changes. Based on their regulation and code, it is illegal to sell merchandise in the public right-of-way. We are currently working with this department for future Gallery Hops and will share this information as soon as we are privy to it. For now, be sure to have on hand your Ohio Vendor's License AND Tax ID number.*

### Displays

- Anything being sold must be handcrafted. No part of your item can be manufactured. If selling merchandise please attach photos of merchandise to be sold along with description.
- Information Distributing must be Cause Related, religious or political. If distributing information attach copy of all information being distributed for approval.
- Aggressive leafleting is not permitted.
- No tents or canopies are permitted.
- You must leave at least 5ft feet of walking space on the public right-of-way sidewalk in front of your set-up for pedestrian walkways (according to Ord. 1174-85/Code 523.15).
- All set-ups, no matter the category, cannot be larger than 4 people. No exceptions.
- 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
- 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 (Section 2329.11) 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 SNBA Gallery Hop certificate. Vendor agrees to collect and process all applicable sales taxes. Musicians must have a vendors permit if selling CDs. *\*\*See new merchandise regulations listed above.*

## Miscellaneous

- You must have your original Gallery Hop Vendor certificate 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 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 certificate is issued.

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

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**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