SHORT NORTH ARTS DISTRICT

GALLERY HOP PERFORMER AND VENDOR GUIDELINES

WHAT WE ALLOW

- Entertainers and performers of all kinds
- Non-profit or cause-related information distribution
- Visual arts or other artisan handicraft vendors*

  ** Anything being sold must be handcrafted. The spirit of Gallery Hop is to promote art within the Short North Arts District community. Handcrafted as defined within the parameters of this event means the final product sold must be hand-created by the vendor. Therefore, elements of the piece may be manufactured but the final piece must be the creation of the vendor. For example, a vendor selling paintings: the canvas and the paint are manufactured but the final product is the creation of the vendor. The Short North Alliance reserves the right to determine what acceptable handcrafted items are for purposes of Gallery Hop.*

WHAT WE DO NOT ALLOW

- Food or beverage sales
- For-profit cause-related information distribution
- Advertising
- Pre-manufactured item sales*
- Aggressive leafleting
- Aggressive panhandling
- Activities and items that are not artistic in nature that do not contribute to the creative vibrancy of the event
  ** Items being sold cannot be manufactured (i.e. manufactured posters, T-shirts, books, etc).*

DISPLAY AND SETUP REQUIREMENTS

- Vendors and performers must only set up in their assigned space as indicated on their monthly Gallery Hop Permit.
- Tents or canopies are not permitted.
- All vendors and performers must leave at least 5ft of walking space on the public right-of-way sidewalk in front of your setup for pedestrian walkways (according to Ord. 1174-85/Code 523.15).
- Vendor set-ups cannot be larger than 4 people, no exceptions. Performer numbers will be considered depending on location availability on a monthly basis.
- All vendor and cause-related set-ups, no matter the category, receive an 8ft x 3ft space. Performer set up will be evaluated depending on needs.
- All displays must 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 can be above 4ft unless pre-authorized by the Short North Alliance (SNA).
- Displays and performers cannot 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 are prohibited.
- Vendors and performers must leave their space free of trash at the end of the Gallery Hop.
- No food, beverages, drugs, knives, guns, etc. can be sold or displayed.
- Vendors and performers are prohibited from hanging items on doors or walls.

SOUND REQUIREMENTS

- Acoustic music and performances work best for Gallery Hop.
- In order to perform at Gallery Hop, the Short North Alliance might request that you modify your application to include acoustic instead of amplified performance.
- Anyone using an amplifier for music must abide by the noise ordinance (Section 2329.11) and finish at 10:00pm 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 soundcheck at setup 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 SNA.
- If at any point your amplified music is too loud, the SNA can ask that you turn down your music or forfeit your Gallery Hop permit.
- Full drum kits or amplification of percussion instruments are typically not permitted and will be accepted on a case-by-case basis.

SAFETY REQUIREMENTS

- No open flames are permitted. No heaters.
- 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.
- No loose wires are permitted and loose wires must be secured.

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SAFETY REQUIREMENTS *(continued)*

- Dangerously hot exhibit lighting (such as halogen), heaters, combustible or explosive materials (such as propane), items stacked high that could fall, items displayed low that could cause tripping, extremely sharp items, or anything that poses a danger to the public are not allowed.
- The Short North Alliance places all performers and vendors on High Street in with the goal of protecting public safety. Performers and vendors can only perform or vend in the space indicated on their permit and are not guaranteed any individual space on any individual month.

BUSINESS CONDUCT

- Vendor agrees to truthfully represent their merchandise to the buyers and conduct business with the highest of ethical standards.
- Vendor will display valid vendor's license and SNA Gallery Hop certificate. Vendor agrees to collect and process all applicable sales taxes.
- 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 SNA. There will be no alcohol or illegal drugs permitted on the grounds at any time.
- Vendor and cause-related setup is from 4:00-10:00 p.m. You may arrive 30 minutes early to set up. Performers are expected to be out from 4:00-10:00 p.m., however, you may be given permission to arrive earlier in the afternoon to perform and/or leave earlier
- Musicians must have a vendor's license and pay for a Gallery Hop Vendor Permit if selling CDs.
- Cause related non-profit vendors are permitted to accept charitable donations at Gallery Hop but may not sell any materials that are not 100% contributing to a charitable cause (such as tickets).

MISCELLANEOUS

- You must have your original Gallery Hop Permit before setting up in your assigned space.
- Your Gallery Hop Permit must be displayed throughout the entirety of the night.
- 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 SNA.
- Vendors are responsible for loss and/or liabilities of their merchandise. Vendors will indemnify the Short North Alliance against loss or damages of persons or properties.
- The SNA 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 SNA.
- 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 your payment has been submitted.** Gallery Hop is a rain or shine event. In the event of poor weather, it is the participants choice to set up.

If you have questions before submitting your application please contact Becca Goodburn at Becca@shortnorth.org or by calling 614.299.8050.