SHORT NORTH ALLIANCE
ADMINISTRATIVE OFFICE
875 N High St. 3rd Floor
Columbus, OH 43215
P/ 614.299.8050

SAFETY OFFICE
1181 Mt. Pleasant Ave
Columbus, OH 43215

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SHORT NORTH ARTS DISTRICT GALLERY HOP PERFORMER/VENDOR GUIDELINES

About Gallery Hop
On the first Saturday of every month, thousands of visitors converge on High Street in the Short North Arts District for Gallery Hop. Visitors celebrate art throughout the evening with new gallery exhibitions, street performers, artisan vendors, special events, and more throughout the District. Showcasing dozens of galleries and non-traditional exhibit spaces, it's Columbus' favorite day of the month to celebrate art. Since the pandemic, Gallery Hop's hours have varied to align with local business operations. As of now, Gallery Hop performers are placed between 3 p.m. and 7 p.m. Hours are subject to change.

Gallery Hop is an event of the Short North Alliance. Learn more at shortnorth.org/about.

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. 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. Example: a vendor selling paintings: the canvas and 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 the 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.).*

Permit
The Short North Alliance holds a Right of Way permit from the City of Columbus Section of the Department of Public Service to manage Gallery Hop and other select events. Per this license, the Short North Alliance has permission to revoke the placement of any performer or vendor who does not participate within the guidelines set forth by the Short North Alliance approved by the City of Columbus. The SNA will provide each performer/vendor with a permit that they must have with them during Gallery Hop/special event to prove that their placement has been approved.

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Placement & Setup

- The Short North Alliance (SNA) will designate a specific location for each performer. Performers should only report to their designated location as to not interfere with other participants.
- Performers must leave at least 5 feet 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)
- Performers cannot block access to buildings, sidewalk ramps, or block view of directional and safety signs.
- Electricity may be available but is not guaranteed. Performers must indicate in advance if they need access to electricity.
- All cords must be taped/secured to the sidewalk to avoid creating a tripping hazard.
- Music may be acoustic or amplified; if amplified, performers must provide their own amplification and adhere to the sound guidelines.
- Collecting tips is allowed.
- Performers must have a vendor's license in order to sell CDs/merch.
- 10ft by 10ft pop-up tents are allowed, but only in designated locations approved by the SNA. You must give advanced notice and receive approval from the SNA prior to utilizing a tent during Gallery Hop.
- Parking is not provided. For more information on parking and transit in the Short North Arts District, visit www.shortnorth.org/parking-transit.

Performer Specific (Please read **GENERAL** section above also.)

- Performer numbers will be considered depending on location availability on a monthly basis.
- Performer setup will be evaluated depending on needs.

Vendor Specific (Please read **GENERAL** section above also.)

- Vendor setups cannot be larger than 4 people, no exceptions.
- All vendor and cause-related setups, no matter the category, receive an 8-foot by 3-foot space.
- No food, beverages, drugs, knives, guns, etc., can be sold or displayed.

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 10:00 p.m. 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.

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- 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.

Business Conduct

- Vendors must acquire and display a valid vendor's license from the State of Ohio Department of Taxation and SNA Gallery Hop certificate. More information on licenses can be found here.
- Vendor agrees to collect and process all applicable sales taxes.
- 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 SNA. There will be no alcohol or illegal drugs permitted on the grounds at any time.
- Vendor and cause-related setup is from 3:00 p.m. to 7:00 p.m. You may arrive 30 minutes early to set up. Performers are expected to be out from 3:00 p.m. to 7:00 p.m., however, you may be given permission to arrive earlier in the afternoon to perform and/or leave earlier if requested.
- Musicians must have a vendor's license from the State of Ohio and pay for a Gallery Hop Vendor Permit if selling CDs or merchandise
- 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).

Safety Requirements

- No open flames or heaters are permitted
- 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, all wires must be secured
- 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.

Cancellation & Weather Policy

Gallery Hop and special outdoor events are rain or shine. In the event of inclement weather, it is ultimately up to the performer/vendor if they would like to participate. 10ft by 10ft pop-up tents are allowed, but only in designated locations approved by the SNA. You must give advanced notice and receive approval from the SNA prior to utilizing a tent during Gallery Hop. If you do not have approval, have a tent that is larger than 10ft. by 10ft., or are blocking the right of way, you will be asked to take the tent down.

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Miscellaneous

- 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. Artist/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.
- For vendors, 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.

QUESTIONS?
Contact Short North Alliance Events and Projects Manager, Madison Owens, at Madison@shortnorth.org