

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

2024 GALLERY HOP PERFORMER AND VENDOR GUIDELINES

Updated January 2, 2024

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 4 and 8 p.m. Hours are subject to change

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 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 SET-UP REQUIREMENTS

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GENERAL

- Vendors and performers must only set up in their assigned space as indicated on their monthly Gallery Hop Permit.
- Pop-up tents no larger than 10 feet by 10 feet are allowed, but only in designated locations approved by the SNA. You must give advanced notice and receive approval from the SNA before utilizing a tent during Gallery Hop.
- All vendors and 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).
- All displays must be free-standing (no taping or attaching displays to buildings, poles, windows, etc.) and 4 feet or less (unless pre-authorized by the Short North Alliance.)
- No stickers of any kind are permitted to be sold or given away.
- 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 must be preapproved and affixed to the sidewalk with tape or cord covers.
- Vendors and performers must leave their space free of trash at the end of the Gallery Hop.
- Vendors and performers are prohibited from hanging items on doors or walls.

PERFORMER SPECIFIC *(Please read the GENERAL section above also.)*

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

VENDORS SPECIFIC *(Please read the GENERAL section above also.)*

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

SOUND REQUIREMENTS

- Acoustic music and performances work best for Gallery Hop.
- To perform at Gallery Hop, the Short North Alliance might request that you modify your application to include acoustic instead of amplified performance.

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- 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 from where you are set up. You must do a sound check at setup to test your sound level.
- Electric service is not guaranteed in all locations and will be subject to availability. The SNA must pre-authorize amplified music.
- 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.
- 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

- Vendors must acquire and display a valid vendor's license from the State of Ohio Department of Taxation and an 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.

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- Vendor agrees to be courteous in representing the Short North Arts District. Swearing, vulgarity, and crass behavior are 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 4-8 p.m. You may arrive 30 minutes early to set up. Performers are expected to be out from 4-8 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. However, they 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 the 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 necessary reasons.
- This event is by invitation. Vendor agrees to leave and not return upon request of the SNA.
- Artists/Vendors under the age of 18 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 Events & Experiences Manager Lauren DeCamillo at Lauren@shortnorth.org or 614.299.8050.