



2016 Vendor Rules & Guidelines

Vendor Acceptance Policy:

Second Sunday on Main welcomes artists, vendors, and groups to participate. Our vendor market is non-juried, therefore you will not receive a notice of acceptance. Final details regarding day-of set up will be emailed the week of the Second Sunday event each month.

By submitting your registration form, you hereby agree to Second Sunday on Main's vendor code of conduct expressed below. You also agree to participate in all months for which you selected. If you cannot make it to an event, please notify us at secondsundayonmain@gmail.com.

Festival Dates and Times: June 12, July 10, August 14, September 11, October 9

SSOM hosts five events and will be held the second Sunday of each month from June to October 2016, **rain or shine**, 12-5 PM. No refunds or transfers of vendor registrations.

Festival Location:

Main Street in Over-The-Rhine, spanning between Liberty Street and 12th Street

Vendor Registration & Fees:

10x10 spaces are available for \$20 per event or \$60 for all five events if registered before June 12.

Two Ways to Register:

Online: secondsundayomain.org/vendors

In-Person: If you do not have a credit card, you may also register and pay your vendor fee via check or money order in-person at Iris Book Cafe, located at 1331 Main Street, Cincinnati, OH 45202. Please check <https://www.facebook.com/Iris-BookCafe-and-Gallery> for hours.

Please include your payment (credit card, money order, or check) upon registering. All payments must be received before the event. If paying by check, make checks payable to **Main Street OTR**.

Vendor Set-Up Time: 10:30 - 11:30 AM

Vendors may set up no earlier than 10 AM as the streets will not be closed yet. Cars must be unloaded and off the street by 11:30, no exceptions. The street will be closed to all vehicular traffic starting at 11:30. Vendors must be completely set up by the start of the festival at 12pm.

Vendor Load-Out: 5:00 PM - 5:45 PM

Vendor Spaces:

Open Market Spaces will be assigned to vendors on the morning of each event and are available on a first-come basis. Vendors cannot secure, mark or hold spaces prior to receiving their assigned spaces at 10:30 AM on the morning of each market. All markers and self-made reserved signs will be removed.

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Electricity

To request electricity, please email secondsundayonmain@gmail.com. Requests are subject to approval and will be addressed by email. Access to electricity is only available as needed and when available for an additional \$10 per event:

Please note that access to electricity is provided by individual Main Street businesses. Second Sunday on Main does not maintain the outlets and their working condition cannot be guaranteed. Vendors requiring electricity must bring extension cords and duct tape, and all cords must be taped down.

Vendors are responsible for the following:

- Table and chairs
- Canopy / tent
- Products and materials
- Permits, licenses, fees, sales tax, and insurance
- Extension cords and duct tape (if electricity was requested)

Parking:

Parking is available for vendors at the options below. **Parking meters now run on Sundays from 2-9 PM. You can download the City's parking app and pay from your phone, as well as pay at the parking stations.**

Non-metered parking is available on the east side of Sycamore Street.

Parking is available at the temporary lot on the northwest corner of Thirteenth and Sycamore for a flat rate.

Parking is also available at Parkhaus Garage at 1123 Sycamore for a daily rate.

SSOM VENDOR CODE OF CONDUCT

- To give Second Sunday on Main events the highest quality food, merchandise and/or service possible.
- To cooperate with Second Sunday on Main staff and volunteers, and have fun!
- To help promote Second Sunday on Main by telling people about the festival.
- To clean up the site and leave your Main Street vending space in as-good or better condition than when you arrived.
- To be responsible for your own product, materials, sales taxes, licenses, permits, insurance and fees as necessary and/or required by law.
- To understand that application fees are non-refundable once accepted to the event.
- To comply with everything in the vendor application and all conditions set forth in the information attached to the application including the release/consent of your picture.

While Second Sunday on Main is non-juried, the SSOM Committee reserves the right to deny an application, in which case the applicant would be notified and a credit would be issued for any payment made.