



Downtown Elyria Retail Pop-Up Shop Program

Overview

The City of Elyria (the “City”) is introducing its first-ever Downtown Retail Pop-up Shop Program. The program calls for qualified small businesses looking to grow into brick-and-mortar stores. The program will bolster the downtown retail sector by providing selected applicants with technical support in obtaining permits, introductions to the Elyria Community Partnership (ECP), and the opportunity to test the local market.

The City will offer selected vendors a short-term occupation permit of City-owned commercial tenant space for no cost for up to three (3) months, including free utilities and public Wi-Fi. The available tenant space is located in the heart of downtown Elyria at City Hall. Selected applicants must provide proof of commercial general liability insurance, apply for all necessary operating permits and sign a license agreement that contains a liability waiver.

The City is committed to promoting downtown Elyria's vibrancy and economic prosperity as well as supporting small business owners by allowing them an opportunity to expand their business without the high start-up costs. The program complements the suite of existing downtown programs, which are essential to the economic resurgence of downtown Elyria.

Applications will be accepted on an ongoing basis and space will be made available on first come – first serve basis to eligible businesses. The City reserves and retains the right to decline any Application for the use of any City property, and/or deny any proposed use and/or event, if the City determines that a proposed use would be inconsistent with the character of the City, could negatively impact the safety, security, maintenance, protection and/or preservation of City property, and/or would otherwise be inconsistent with and/or may negatively impact public safety or violate any applicable laws, rules or regulations. The City has absolute discretion to accept or deny any Application as it deems fit based upon the City's goals for this program.

Please see the attached Frequently Asked Questions and Application. Completed applications may be dropped off at the Mayor's Office, 3rd Floor City Hall.



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Frequently Asked Questions

Q: What is a pop-up shop?

A: Pop-up shops are retail spaces that are open for a short period of time. Short-term occupation permits, often at reduced cost, allow entrepreneurs and small businesses to test their product, branding and marketing, and consumer market at low cost.

Q: How big is the space?

A: The space is approximately 160 sq. ft with windows facing Court St.

Q: Are any businesses prohibited?

A: The space is restricted to mercantile/retail businesses. Food service or any business that requires a permit from the health department is not allowed. This program is not intended for professional services. Any business or organization that primarily sells tobacco products, cigarettes, electronic smoking devices, THC, or vapor products, ammunition, firearms, flammable materials, or sexually-oriented materials is ineligible. The City reserves the right to deny applications as described above.

Q: Is there a cost to the program?

A: A refundable damage deposit of \$500 is required.

Q: What hours is the space available?

A: The space is available during City Hall's normal business hours: Monday through Friday 8am to 4:30. Special access outside of these hours will NOT be made available to the business.

Q: What is included in the lease?

A: The permit includes use of the space during normal business hours, free utilities, and public Wi-Fi.

Q: Can I decorate the space?

A: The business owner is free to decorate the space as needed for their business, provided that nothing is permanently affixed to the walls or floors. Any and all property brought into the space must be removed by the business owner upon expiration of the permit granted.



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Application

First Name: _____

Last Name: _____

Business Name: _____

Email: _____

Phone Number: _____

Website: _____

Business Description:

Length of Time in Business: _____

Preferred Start Date: _____

What do you anticipate will be brought into the space?

What is your time frame for moving into a brick and mortar space if you are successful in this program?

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