



OPEN Downtown Pop Up Shop Lease Guidelines

The following process is intended to temporarily activate vacant City properties downtown for the purpose of creating a vibrant urban core and to attract potential long-term tenants.

The Process

- 1. Choose a Tenant:** The City will send out a Call for Proposals to identify a temporary retail tenant. A committee will review all proposals and select one tenant per vacant City property to activate the space for 90 days. All interested tenants are required to attend an orientation prior to applying for the program.

- 2. Tenant Signs Lease Agreement:** The tenant must sign the lease agreement which includes the following requirements:
 - a. Tenant to pay utilities. Until electricity is sub-metered, the City will pay utilities and then be reimbursed by the tenant.
 - b. Tenant to cross-promote the OPEN Downtown Pop Up Shop Program and Downtown Tuesday Program with posts on social media and special in-store events
 - c. Tenant to meet at least the minimum hours of operation which are Monday 10am-6pm, Tuesday 10am-8pm, and Wednesday-Saturday 10am-6pm
 - d. Tenant to report sales and foot traffic to the City on a monthly basis
 - e. Tenant to make a monthly donation to a local non-profit organization
 - f. Tenant to meet minimum insurance requirements as determined by City
 - g. Tenant to submit signage plan to City and get Office of Historic Preservation approval for all signage installed
 - h. Tenant must attend two educational seminars hosted by Café Commerce or UTSA Small Business Development Center prior to the opening of their pop up shop

The lease will not include an option to renew and if the tenant desires to stay in the space, he/she will have the option to sign a multi-year lease at market rent.

- 3. Tenant Occupies the Space:** The tenant will be provided a 5 day grace period to move into the space. Tenant will be provided a 3 day grace period to move out of the space.

Implementation of the program

The City will acquire the certificate of occupancy for the space. The City will also coordinate signage with tenant signage during move-in. An opening event will be held to announce the program to the public. The City will guide the vendor with a marketing plan and store layout to ensure that he/she is prepared for the program. The tenant will activate the space for 90 days or until a market-rate tenant is identified.