***FAQs for the Activated Spaces Pop-up Project***

1. **By applying am I committed to participation in the program?**

No. By submitting your application you are not committed to leasing the storefront if accepted.

1. **What kind of costs should I expect to incur if I am selected to participate?**

Our pop-up tenants incur the typical costs of opening and operating a business in downtown with some exceptions. You are responsible for:

* rent and utilities (rent is negotiated between the landlord and tenant per usual). Property owners that participate in the program are expected to offer rent at below market value.
* costs for furniture and equipment
* inventory
* other lease requirements (insurance, etc.) and
* build-out costs depending on what you want to do in the space.

The Pop-up team offers a small stipend intended to offset the cost of rent. Our team also provides free marketing and promotions support and access to in-kind or discounted professional services from project partners. A small, one-time stipend will be provided from the Activated Spaces team to help with decoration items for your store. Finally, the Pop-up team will cover the cost of your temporary permit fee from the City of Dayton.

If you are opening a food-related business, you will need to work with the County Public Health department to obtain the necessary permits and licenses. There are costs associated with the necessary permits and licenses. See question #3 for more information.

As you can see, we aim to help new and emerging businesses get set up to be successful and convert their pop-up lease to a traditional long-term lease.

1. **I want to open a food-related business; what additional steps do I need to take?**

If you are opening a food retail business, you will need to obtain the appropriate licenses and permits from the Montgomery County Public Health Department. Visit their website for all the necessary information and applications: <http://www.phdmc.org/environment/food>

Every business that plans to sell food to the public is required to get the necessary training and paperwork from Montgomery County. The health department will conduct an inspection of all pop-up shops that are selling food items in their stores.

If you have additional questions, please contact Cindy Jones, Plans Examiner, at (937) 225‐6150 or by email at [cjones@phdmc.org](mailto:cjones@phdmc.org)

1. **Where can I find the application?**

The application can be downloaded from the Activated Spaces website here:

<http://www.activatedspaces.org/wp-content/uploads/2012/02/Pop-up_Project_Round_Two_RFP.doc>

1. **What spaces are available?**

Different properties are available for the Pop-up Project each round. Participating tenants will be matched with a participating property owner after applications are reviewed. For a better idea on the types of spaces available, visit our current Pop-up Shops: [Beaute Box](http://www.facebook.com/pages/Beaute-Box/155276557843555?sk=wall) at 116 W. Fifth St. and [Peace on Fifth](http://www.facebook.com/thestoreatdipm) at 519 E. Fifth St.

1. **I am looking for a long-term lease in downtown Dayton. Should I apply?**

You may want to consider the Downtown Dayton Partnership’s [Site Seeker](http://www.downtowndayton.org/index.php?option=com_content&task=view&id=21) program, a free, confidential Site Seeker service for businesses interested in leasing or purchasing space in downtown Dayton.