

# THE POP-UP

## MOUNT VERNON

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### BUSINESS APPLICATION

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#### PERSONAL INFORMATION

Name:

Mailing:

City:

State:

Zip code:

Email address:

Phone number:

Cell number:

Best way to contact you:

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#### BUSINESS INFORMATION

Business Name:

How many square feet do you  
require?:

What amenities do you require?  
(Wi-Fi, landline, etc):

When are you available to occupy  
& open your Pop-Up?:

This projects requires tenant to supply all equipment and furniture needed. Are you prepared to meet this requirement?:

How much time will you require for equipment set up?:

Do you plan to open a shop if you are not selected to participate in the Pop-Up project?:

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## **PRODUCTS/SERVICES**

Describe your shop concept, products and/or services:

Proposed number of employees:

Please describe the role of each person who will be operating the shop:

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## **HISTORY**

Is this an existing business or start-up?:

If yes, how long has it been established?:

Do you currently have a retail location?:

If yes, where is it located?:

Are you considering locating permanently in downtown Mount Vernon?:

If not downtown, where are you considering locating?:

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## **MARKETING**

Do you have a business plan? If so, please submit this along with your application:

What is the average price of your products or services? (a range is acceptable if appropriate):

If you are an existing business, list your bestselling items:

Who are your target customers and how do you plan to reach those customers? Describe your marketing strategy:

Please explain how your business will affect downtown residents, workers, and visitors:

Please list three ways you plan to successfully sustain your pop-up shop during the pop-up period:

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**Terms and Conditions:**

- > Businesses selected to participate in The Pop-Up must supply copies of Sales Tax Certification, a UBI number, City of Mount Vernon Business License, and any other permits or licenses required by the city, county and state. Vendors selling food items must provide a copy of their Skagit County Health Department credentials.
- > Proof of Liability Insurance is required in the minimum amount of \$1,000,000 and must name the Mount Vernon Downtown Association and the City of Mount Vernon as additional named insureds.
- > Tenants must be opened and staffed during business hours, a minimum of five days per week, which must include Saturday: Monday–Friday, 10:00 am - 6:00 pm, Saturday/Sunday, 10:00 am - 5:00 pm. (May be open for extended hours and special events)
- > All tenants should plan to equip their own shop.
- > All Signage should be professional in look and appearance and must comply with the City of Mount Vernon sign code and the Downtown Design Standards.
- > Tenants must keep all aisles clear during all business hours and maintain the space in an orderly fashion, including the exterior sidewalk frontage.
- > Your space cannot be sublet.
- > All tenants must follow all WA state and local employment laws, fire codes, and health and public safety regulations.

Signature:

Date: