



POP-UP ELLSWORTH LANDLORD APPLICATION

Pop-Up Ellsworth is a program run by the Ellsworth Chamber of Commerce’s Connect Communities Committee. The goal of Pop-Up Ellsworth is to bring together entrepreneurs, artists, makers, and businesses to activate vacant storefronts, enhancing the retail community within Ellsworth. This program provides the opportunity for businesses to test their fit in the Ellsworth, WI market without making a long-term commitment. The program welcomes all tenants who are passionate about their business concept and ready to expand their entrepreneurial venture into Ellsworth’s retail scene.

By donating or leasing your vacant storefronts for short periods of time, your property receives exposure and publicity, increased foot traffic, extra revenue while searching for a permanent tenant, and the satisfaction in contributing to the continued vibrancy of Ellsworth. The ultimate goal of the program is to establish permanent businesses, reducing the inventory of vacant commercial space within the downtown business district.

If you have retail space available, please complete the below form. We will be in touch shortly after receiving your information. For general questions about the Pop-up program, please contact etteam@ellsworthchamber.com.

Please submit completed application to EACC, PO Box 927, Ellsworth, WI 54011 or etteam@ellsworthchamber.com

PERSONAL INFORMATION	
Name*	Email*
Address*	
Phone*	Cell
Best way to contact you* <input type="radio"/> Email <input type="radio"/> Phone	
PROPERTY INFORMATION	
Property Address*	
What floor will your space be on?* <input type="radio"/> Lower Level <input type="radio"/> 1st Floor <input type="radio"/> 2nd Floor <input type="radio"/> Other: _____	
How many square feet are you willing to lease?* <input type="radio"/> Under 1,000 <input type="radio"/> 1,000 - 3,000 <input type="radio"/> 3,000 - 5,000 <input type="radio"/> Other: _____	

How much of your space are you offering for pop-ups? Partial Space Entire Space

How many restrooms does your proposed space currently offer? *

What type of signage is available for the building (i.e. blade, window)? *

CONDITIONS

In order to be eligible for the program, these conditions must be answered.

Is your space code compliant. * Yes No

Is your space insured. * Yes No

Please describe the type of security that is included with the space being offered? * Key Lock Electronic Lock (ie. keycard system or keypad) Security System

Please include a photograph of the building, any PDF space plans, or interior images available for the space.

Do you have any questions about the requirements mentioned in the document or with the program in general?

What types of pop-ups are you willing to consider? * Short term (varying from one day to one week long, mostly event oriented) Collective (businesses selling complimentary products under the same roof) Traditional (traditional retailing) Maker space (workshops, exposition events) Fitness classes All

What types of products or services are you willing to allow within your space? * Food/Drink Apparel Gift Home Furnishings Antiques Salon Fitness Classes (i.e. yoga, Pilates) Classes

What services will be provided as part of the lease? * Heating A/C Handicap Accessible Electricity Water WIFI/Landlines Trash Service/Dumpster Parking Storage Signage Other: _____

What type of leasing terms are you willing to consider? * Flat Rate Percentage of Sales Combination

What cost per square foot/monthly rate/percentage sales you are willing to consider for this space? *

For what duration of time are you willing to lease? * Daily Weekly Monthly Other: _____

What day/dates is the space available?

Are there any long term leasing being considered? If so, what is the timeline? *

How did you hear about the Pop-Up Ellsworth program?