WATER STREET COMMONS

ALPENA DOWNTOWN Development Authority

Water Street Commons Rotating Vendor Policy

Eligibility

1. Rotating vendor spaces are available to vendors selling retail goods.
2. Eligible vendors may request use of a vacant shop on a daily rental basis.

Application Requirements

1. All prospective rotating vendors must submit a Rotating Vendor Application to the Alpena Downtown Development Authority (DDA).
2. Vendors are only required to complete the application once per calendar year.
3. Submission of an application does not guarantee approval as a rotating vendor, nor does it guarantee availability of requested rental dates.

Reservation Procedures

1. Approved rotating vendors must contact the DDA Office at least thirty-six (36) hours prior to the requested rental date.
2. Shop reservations are subject to availability and approval by the DDA.

Operating Requirements

1. Vendors must operate during all required Water Street Commons business hours applicable to the rental date.
    - Example: During July, vendors renting on a Friday must be open from 11:00 a.m. to 6:00 p.m.
2. Vendors are responsible for maintaining their space in a clean, safe, and professional manner throughout the rental period and follow all requirements of the Vendor Handbook.

Display and Setup

1. Vendors may not attach, nail, screw, tape, or otherwise affix fixtures, displays, or merchandise to walls, ceilings, floors, or other permanent structures.
2. All displays and fixtures must be freestanding.
3. Vendors must remove all merchandise, displays, fixtures, and personal property at the conclusion of the rental period unless they have reserved the shop for the following day.

Fees and Rental Limits

1. The rental fee for a shop is $25.00 per day.
2. Full payment must be received before access to the space is granted.

3. The minimum rental period is one (1) day.
4. Vendors may rent the space for a maximum of five (5) days per calendar month.

Licenses and Compliance

1. Vendors are responsible for obtaining and maintaining all required business licenses, permits, certifications, and approvals necessary to legally conduct business.
2. Vendors must comply with all applicable federal, state, and local laws, regulations, and ordinances.

Enforcement

The Alpena DDA reserves the right to deny, suspend, or revoke rotating vendor privileges for failure to comply with this policy or any other Water Street Commons rules and requirements.