

# Box Bazaar Tenant Information Sheet



## Quick Facts

<b>Site location</b>	3511 Manor Road Austin, Texas 78723 (off the intersection of Manor Road and Berkman Drive / E M Franklin Ave)
<b>Work Space</b>	160 square feet of climate controlled workspace in a retrofitted shipping container
<b>Number of container spaces available</b>	6
<b>Monthly rent</b>	\$110 plus utility costs (\$0.68 per square foot per month)
<b>Lease Duration</b>	6 months
<b>Lease Term</b> <i>(subject to change)</i>	January 2019 through June 2019
<b>Site Features</b>	<ul style="list-style-type: none"><li>• public restrooms</li><li>• tents and shade structures</li><li>• public seating area</li><li>• flexible event space</li><li>• free parking</li><li>• regular community programming and events</li><li>• high-traffic street on Manor Road (over 7,800 vehicles pass by daily)</li></ul>
<b>Tenant Applications</b>	Open October 29 and close November 25 at midnight

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## Project Description

The mission of the Box Bazaar project is to temporarily activate city-owned land to further citywide goals for complete communities, economic opportunity, and equity by working closely with the community to build vibrant neighborhood centers and prioritize underserved communities' needs.

The goals of the project are to:

- activate vacant city-owned land for community benefit and create a vibrant neighborhood center
- support entrepreneurship and small business development through mentorship and educational opportunities
- provide low-barrier business incubator spaces for equitable economic development
- work closely with the community to intentionally prioritize underserved communities' needs

In a rapidly growing city like Austin, we know it can be difficult for new small businesses and entrepreneurs to rent space in a traditional brick and mortar building. The Box Bazaar aims to lower the barriers to entry for aspiring small businesses and entrepreneurs by utilizing simple and flexible options – namely retrofitted shipping containers – to activate vacant city-owned land and create affordable commercial space for tenants.

To ensure that this project is both informed by and reflective of the surrounding community, we will work closely with the community to select tenants that meet the communities needs and values. In addition to review by City of Austin staff, applications will be reviewed by a community panel. Finalists from the application pool will also be asked to present their business or business idea in front of the community panel.

This effort is designed to encourage minority and women-owned businesses from East Austin, but all are encouraged to apply.

## The Workspace

Each of the six shipping containers will be outfitted with the following:

- functional cargo door
- two windows
- insulated and climate controlled interior (air conditioning and heating)
- overhead lighting
- electrical outlets
- finished out walls and floors
- painted exterior in a primary color

Electrical capacity is limited onsite and use of heavy machinery and electricity-intensive appliances will not be allowed. Interior furniture will not be provided. Tenants will be encouraged to bring their own signage to designate their container.

The overall intent will be to keep the containers flexible and reusable for future use in other projects; therefore, permanent modifications by the tenants will not be allowed without prior approval including but not limited to the installation of wall shelves, painting the interior or exterior of the container, or putting holes in the walls.

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## Tenant Responsibilities and Expectations

*Rent:* The monthly rent for each shipping container workspace is \$110 to be paid on-time by the date designated in the lease agreement.

*Utilities:* Utility costs such as water, electrical, trash, and internet will be split equally among all tenants and billed monthly.

*Insurance:* Tenants will be required to have business insurance.

*Communal Responsibilities:* The Box Bazaar will be a community space shared with other tenants as well as members of the public and customers. Tenants are asked to be respectful and courteous to other tenants and the surrounding neighbors. Tenants will be expected to assist with the overall maintenance of the site. Communal duties may include trash pickup and removal, operating lighting, opening and securing the site, and other responsibilities as determined.

## What the City of Austin Provides

The City of Austin strives to make the Box Bazaar a valuable opportunity for aspiring businesses by offering affordable rents, a viable location and point of sale, and small business educational opportunities.

The City of Austin Economic Development Department's Small Business Program will provide small business coaching and offer several courses on subjects determined most useful by the tenants including but not limited to business orientation, small business resources, lean start-up process, social media best practices, business taxes, writing a business plan, and financing options.

The City of Austin will work with interested and eligible businesses to become a certified Minority and/or Women-Owned Business Enterprise, which allows for additional opportunities for minorities and women to participate on certain City contracts.

One of the parallel goals of this project is to create a neighborhood center. The City of Austin will sponsor a variety of programming and events onsite to further activate the site. Events may include live music, movie nights, health screenings, cooking demonstrations, and dance and exercise classes. The site will be open to the public during all regular hours of operation. Public restrooms will be available on site as well as shade structures and seating.

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## Tenant Selection Criteria

All tenant applications will be initially reviewed by City staff from the project based on the following criteria:

- connection to the local community
- strength of business idea
- viability of business model
- availability of tenants
- experience and ability to operate a business

The applications will then be reviewed by a Community Selection Committee. This committee will be comprised of key stakeholders with connections to the project area, community leaders, and City staff with experience in equity, small businesses, and economic development. Additional criteria will be developed by the committee.

Finalists will be invited on a site tour to help affirm their interest in the space and ask questions. Finalists will be asked to pitch their business idea in person to the Community Selection Committee and select City of Austin staff.

## Tenant Selection Process

<b>October 24</b>	Project website launched and application information released
<b>October 29</b>	Tenant Application opens
<b>November 5</b>	Community Meeting – Willie Mae Kirk Branch Library
<b>November 8</b>	Community Meeting – St James Missionary Baptist Church
<b>November 13</b>	Community Meeting – Givens Recreation Center
<b>November 25</b>	Tenant Application closes
<b>December 13*</b>	Site tour with applicant finalists
<b>December 14*</b>	Pitch presentations and interviews
<b>December 19*</b>	Finalists are selected and notified
<b>January 7*</b>	Site opens for finalists to set up
<b>January 18*</b>	Box Bazaar opening day

\*subject to change