



300 N. McDuffie St.
Anderson, SC 29621
Email: friends@andersonlibrary.org
Phone: (864) 260-4500

Pop-Up Retail Space Application

Today's Date: _____

Business Name: _____

Owner's Name: _____

Brief description of business: _____

Email: _____

Phone: _____

Address: _____

Street Address

City

State

ZIP Code

Return completed form to the Anderson Main Library Attention: Community Services

The Friends of the Anderson County Library is now renting a Pop-Up Retail Space at the Anderson Main Library to local small business with merchandise or products to sell. Rentals are available on a short-term basis, max 3 months, and is not intended to sell a service.

- Applications for the Pop-Up Retail Space are accepted on a rolling basis. Requests for the space for a certain time of year cannot be made.
- Rental fee is \$250 per month with a maximum of 3 months and includes:
 - Access to the space during the Anderson Main Library's open hours.
 - A counter, sink, and any other features included in the space, as well as limited space directly in front within the lobby.
 - Access to WiFi.
- FACL and Library administration will review applications for suitability.
- The Library cannot guarantee any marketing. Inclusion in the Library's social media and monthly newsletter will be available as space and time allows, but is not guaranteed. Use of the Library or FACL logo must be approved by the Marketing & Communications Manager.
- Modifications to the space may not be made. At the end of the rental period, the space must be returned to its original state. Damage to the space will result in fees to be determined by FACL and Library administration.
- There is no form of payment system in the rental space. Renters must supply their own. The Library and the Friends are not able to make change for any money needed.
- A signed contract and first month's payment must be completed prior to opening.
- A refund for early termination is not guaranteed.
- Renters are responsible for any licenses or insurance required of their business.

For Library use only:

Approved by _____

Date _____