

Kuna Market Village 2021 Small Business Application – Seasonal Retail

General Information: This program is designed to attract small businesses and create retail shopping in downtown Kuna. This program offers an opportunity to sell and showcase products and services of interest to area residents and tourists. Small businesses located in the Kuna Market Village will be exposed to traffic from other events held downtown. Your application **WILL NOT** be considered unless it is complete when submitted.

Types of Small Businesses: The City’s Economic Development Committee will oversee selections of small businesses for the Market Village. The Committee will strive to provide diversity in our small business offerings to the public, and preference will go to handmade arts, crafts, and locally made/sourced/manufactured products. No resell or multi-level marketing companies will be allowed. An agreement will be provided and a location assignment will be made by Committee staff. All new small businesses must participate in marketing and events. All accepted applicants will be offered entrepreneurial training and will be required to submit a business plan/overview before their application can be approved.

Cancellation Policy: No refunds for small business cancellations will be given. Small businesses may not sub-let their location to another small business. Small businesses who do so will forfeit their retail unit and will not receive a refund. Only small businesses listed and approved on the original agreement will be allowed.

Electricity/Lighting & Water: The City has a LIMITED supply of electricity available at the Market Village. Please let the Committee know specifically what your power needs will be. Generators are not allowed. Running water is not available.

Application/Payment Process: Applications may be submitted to: cityclerk@kunaid.gov
City of Kuna
City Clerk’s Office
751 W 4th Street
Kuna, ID 83634

Seasonal retail applications must include the following in order to be accepted:

- Completed Application
- Photos of items to be sold
- Website link
- Proof of business registration with the Idaho Secretary of State
- Central District Health (CDH) Certification (if applicable)

NO payment is due at time of application. Applicants will need to be selected first and payment would be required with the *“Small Business License Agreement for the Kuna Market Village”*.

Approved Seasonal Retail Applicants: If you are offered a retail unit space within the Kuna Market Village and before you may start operating your business in the Kuna Market Village, you will be required to:

- Make payment in full.
- Enter into a *“Small Business License Agreement for the Kuna Market Village”* with the City.
- Present a Certificate of Insurance demonstrating that you have the insurance coverage in place required by the *Small Business License Agreement*.
- Submit a business plan/summary of business.
- Possess a current business license.
- Provide your logo in a digital format (i.e., pdf, jpg, png).

**Kuna Market Village
2021 Small Business Application – Seasonal Retail**

Business Name

Primary Contact

Address

Telephone Number

City State Zip

Email Address

Website (if one)

Onsite Contact (If different)

Check Here if this is a Veteran Owned Small Business

Description of items to be sold (must attach photos):

Please note, other applications may be approved that sell similar items. You are not guaranteed to be the only small business to sell this type of product if approved, and you may not add additional product lines without first obtaining approval.

120 Square Foot Retail Unit – \$1,160 for the Season. The official launch date for the season will be announced by the City of Kuna.

An additional cost of \$50 will be charged for electricity for EACH approved appliance (i.e., coolers). These items must be approved first. Cell phone charger, basic electrical, cash registers, air conditioners, and heaters are already included in the lease. Please provide a description of any appliances that require approval:

Kuna Market Village 2021 Small Business Application – Seasonal Retail

Minimum Required Hours: Please note the dates and times are the minimum requirements for small businesses in the retail units. Retail units may stay open longer than the times listed if there is interest in being open expanded hours by the small businesses, but must be approved by the City.

Hours of Operation (subject to change):

- Fridays from 4:00 pm – 8:00 pm
- Saturdays from 11:00 am – 8:00 pm
- Sundays (optional) from 11:00 am – 4:00 pm

These days and hours are MANDATORY. Please consider who can cover your Market Village unit if you cannot be there. Small businesses will be given five (5) days they can close throughout the season for emergencies, illness, vacation, etc. Any days after this, the small business will be fined \$50 per day and could be subject to license revocation.

Contact Info: Small businesses having additional questions or needing additional information, may contact:

Chris Engels
City Clerk
City of Kuna
751 W 4th Street
Kuna, ID 83634
(208) 387-7726
cityclerk@kunaid.gov

Certification: I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Applicant Signature: _____ Date: _____

| TO BE COMPLETED BY CITY STAFF | |
|--|-----------------|
| Date Application Received: _____ | Approval: _____ |
| Photos Received: _____ | |
| Website Link Received: _____ | |
| Proof of Registration with the SOS: _____ | |
| Central District Health (CDH) Certification (if applicable): _____ | |