



## RFP for West Town Chamber of Commerce 2024 Commercial Lease Availability

The West Town Chamber of Commerce is seeking two vacant commercial locations for the 2024 expansion of the West Town Pop Up Project.

Locations must be located along:

- Chicago Avenue between Kedzie Avenue and Halsted Street
- Grand Avenue between Kedzie Avenue and Halsted Street

The West Town Pop Up Project's mission is to provide lessees with short term access to physical retail storefront space in order to experience the West Town Chicago marketplace, while also encouraging retail business development along the West Town Chicago commercial corridors. Since 2021, the WTCC has worked with 14 small businesses through the Pop Up Project. Five of those businesses subsequently moved into permanent retail locations in West Town and nearby neighborhoods.

WTCC is seeking two additional commercial locations of approximately 1,000 square feet or less for 13-14 months beginning in January 2024. Preference will be given to locations that are move-in ready and available at reasonable, or below-market, rental rates.

### **Rental Period:**

January 1, 2024 - February 1, 2025 (preferred, but not limited to these dates)

### **Project Timeline:**

WTCC will lease the space, and expects to host four pop-ups at each location, for three month periods: January 15-April 12, April 15-July 12, July 15-October 11, and October 14-January 10.

### **Added Value:**

- Does the location have an ADA bathroom and/or entrance?
- Is their storage space, or a partially enclosed space for an office and/or dressing room?
- Is there overhead lighting, electricity, heat, AC, water, or a security alarm?
- Is there a renewal option at lease end?

**Please include in your submission:**

Either a commercial listing link or a written proposal that includes:

- Photos and layout of the space
- Square footage
- Zoning information
- Availability
- Rates
- Added Value

**Submission Information:**

Please submit proposal by December 8, 2023.

Proposals and questions should be sent to:

Gaby Gerken  
Director of Community Development  
[ggerken@westtownchamber.org](mailto:ggerken@westtownchamber.org) (email is preferred)  
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