



Public Kiosk Program

Selection Process, Rules & Guidelines

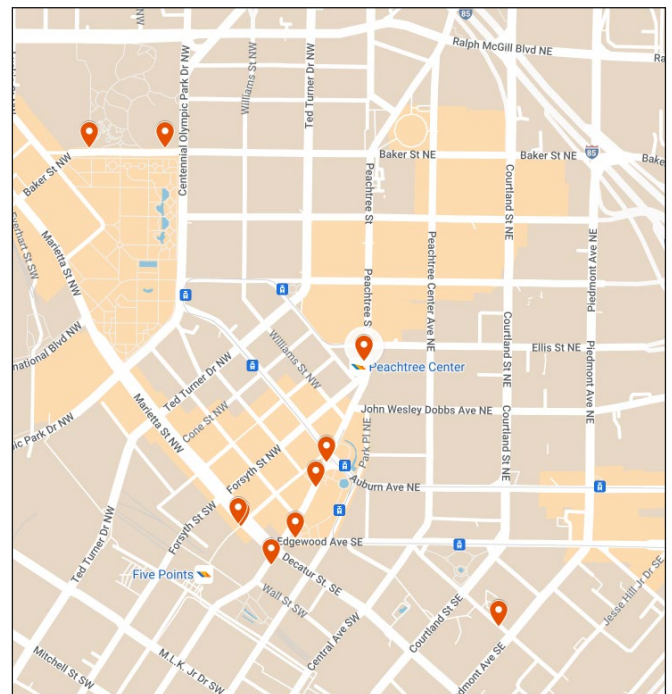
Overview

The Department of City Planning, Office of Housing and Community Development (OHCD) provides oversight and management of the City's public kiosk program. The program includes activities relating to **17 city-owned kiosks** in the public right-of-way in downtown Atlanta.

Prior to this application process, these kiosks were authorized under the public vending code whereby operators were selected through an annual lottery. The OHCD is providing prospective kiosk operators with the opportunity to enter into agreements with the City to operate current vacant, unpermitted kiosks.

Kiosk operators selected through this application process will enter into agreements with the City to operate their business at up to two kiosk locations for a period of two years with a one-year renewal option.

At present, 9 kiosks located in the downtown area (see map of locations) are available to prospective kiosk operators participating in this application process.



[CLICK HERE FOR INTERACTIVE MAP](#)

Program Goals and Values

The Public Kiosk Program focuses on three core values:

1. Creating a robust retail entrepreneurial ecosystem to cultivate small business development in Atlanta.
2. Delivering an increased demand for retail opportunities in Atlanta.
3. Utilizing retail as a tool to foster a vibrant public realm.

Program goals include:

- Increase opportunities for retail entrepreneurs in Atlanta.
- Expand the uniqueness, diversity, and quality of items sold in the right-of-way.
- Equip retail entrepreneurs with opportunities to grow and scale.
- Promote a thriving local economy and strengthen commercial corridors.

Rules and Guidelines

If selected, further guidance will be provided under the City's executed agreement with kiosk operators. General guidelines are as follows:

Items Prohibited for Sale

Kiosk operators are restricted from providing services or commodities that are prohibited by City ordinances and state and federal laws. Such items include:

- Alcoholic beverages
- Tobacco products, including electronic cigarettes
- Lottery tickets
- Products or materials with adult content
- Firearms

Rental Rate

Kiosk operators must demonstrate an ability to make rent payments of \$250.00 per month (\$3000.00 per year), per kiosk. The monthly rent payments will increase by 5% for each year of the agreement, beginning on the first anniversary of the commencement date of the agreement. Rental payments include costs associated with utilities and maintenance.

Length of Agreement

Selected kiosk operators will enter into agreements with the City to operate their business at up to two kiosk locations for a period of two years, with a one-year renewal option.

Hours of Operation

Kiosk operators are expected to maintain standard business hours and engage in business activities for no less than 20 hours per week. Kiosks will be expected to be open a minimum of 4 days per week and no less than 5 hours per day.

Hours are to be provided within the final executed agreement and will be monitored by the City and/or its partners. Kiosk operators that do not operate kiosks for 30 consecutive days per the operating scheduling will be issued a warning notice. Two occurrences of non-compliance within a six-month period may result in termination of the agreement. Some exceptions may apply, including City-observed holidays.

Food Kiosk Operators

Businesses that sell food must obtain one or more of the following permits/licenses/certifications based on the type of food items offered for sale:

- A valid mobile foodservice permit from the [Fulton County Board of Health](#). All food must be prepared and individually packaged at the permitted base of operations and transported and maintained at proper temperatures at all times.
- A valid food sales license from the [Georgia Department of Agriculture](#) to sell commercially prepackaged food items.
- A valid cottage food license from the [Georgia Department of Agriculture](#). No samples may be prepared on-site. Any samples must be individually wrapped or packaged prior to arriving at the kiosk.
- A valid and certified food safety manager certification issued by the [Georgia Department of Public Health](#).

Signage

The City will manage the exterior façades of the kiosks and provide signage to each kiosk operator to advertise each business. Operators will not have permission to change or alter kiosk panel displays.

Maintenance and Repairs

The City is responsible for responding to any maintenance or repair needs. However, tenants are responsible for maintaining the upkeep of the interior space.

Marketing

Operators are responsible for marketing their kiosk businesses. The City will maintain a list of current kiosk operators and a map of locations on its public kiosk program website.

Eligibility

Applications are open to individuals and established businesses. If selected, kiosk operators must hold a City of Atlanta general business license and provide proof of general liability insurance coverage (see requirements below). Food kiosk operators must meet additional requirements. Applications will be evaluated based on the criteria below.

Evaluation Criteria

Applications must have all required fields completed and must be submitted by the application deadline in order to be considered. Completed applications will be evaluated and scored by an application review committee based on the following criteria:

- Product or service uniqueness, quality and/or viability related to downtown customer base
- Commitment to kiosk program goals and values
- Strength of overall business/sales/retail experience
- Strength of business' financial resources
- Readiness of business to properly staff and meet terms of agreement
- Thoughtfulness and thoroughness in completion of business plan
- Strength and effectiveness of marketing plan
- Thoughtfulness and thoroughness in completion of application

How to Apply

Prospective kiosk operators must apply online at atlantaga.gov/kiosks or by clicking the button below. Completed applications must be submitted by **Friday, March 8, 2024**, for consideration.

If you need assistance with your application, email kiosks@atlantaga.gov.

CLICK HERE TO APPLY

After Selection

If selected to operate a kiosk, the following items must be obtained:

- General business license through the City of Atlanta’s Office of Revenue
- Proof of general liability insurance coverage (see requirements below)
- For food kiosk operators only:
 - Kiosk operators selling prepared food items must obtain a valid mobile foodservice permit from the Fulton County Board of Health.
 - Kiosk operators selling commercially prepackaged food items must obtain a valid food sales license from the Georgia Department of Agriculture.
 - Kiosk operators selling items classified by the Georgia Department of Agriculture as “cottage food items” must obtain a cottage food license from the Georgia Department of Agriculture.

Insurance Requirements

Tenant shall procure and maintain Commercial General Liability Insurance on form (CG 00 00 01 or equivalent) in an amount not less than \$100,000 per occurrence subject to a \$200,000 aggregate. The following indicated extensions of coverage must be provided:

- Contractual Liability
- Broad Form Property Damage
- Premises Operations
- Personal Injury
- Advertising Injury
- Fire Legal Liability
- Medical Expense
- Independent Contractor/Consultants/Subcontractor (if applicable)
- Additional Insured Endorsement (primary & non-contributing in favor of Landlord)
- Waiver of Subrogation in favor of Landlord

Other questions? Email kiosks@atlantaga.gov