

Merchant Handbook

Fiscal Year 2022-23



Downtown DURHAM *Find Your Cool*

Merchant Handbook 2022

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Front cover photo: Golden Belt Campus



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Nicole J. Thompson President/CEO Downtown Durham, Inc.

Downtown Durham, Inc.

Meet the Team



Nicole J. Thompson President/CEO nicole@downtowndurham.com



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Director of Clean & Safe
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Anna Branley
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DDI Board of Directors

downtowndurham.com/who-we-are



Patrick Holt
Marketing & Communication
Assistant
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This handbook serves the businesses, residents and property owners in the Downtown Durham Business Improvement District. We're grateful for their support of DDI and downtown Durham.

We also thank the City of Durham for entrusting DDI to provide the BID services that keep downtown Durham a clean, safe and vibrant place.



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Facebook: facebook.com/DowntownDurham Instagram: instagram.com/downtowndurham Twitter: twitter.com/DowntownDurham LinkTree: linktr.ee/downtowndurham



Erik Nystrom
Clean & Safe Operations
Manager
erik@downtowndurham.com

What DDI Does For You

Building a Downtown Durham Community

Through the following initiatives, DDI works to build a clean, safe, welcoming and vibrant downtown community where residents, merchants, businesses, and visitors can thrive.

ECONOMIC GROWTH

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Business Attraction and Retention

Development DDI supports development to facilitate strategic economic growth in downtown. Services include assisting with next phase development, and providing trend analyses, data and information on new development and redevelopment downtown.

Development Map Our interactive map tracks all the development projects happening in downtown Durham. **Small Business Services** DDI supports small businesses downtown. From finding a location to succeeding and growing, DDI can help. Our Small Business Resource Guide is a good place to start.



Networking Events

State of Downtown Durham This annual event highlights what's happening now and what's coming up in downtown Durham. A presentation from a nationally recognized speaker is followed by networking with partners, stakeholders and community members.

Speaker Series The three-part DDI Speaker Series brings experts to Durham to present innovative ideas that catalyze conversation about forward-thinking concepts. The free discussions are followed by networking receptions where members of the community can engage with the speaker in an informal environment. DDI also hosts follow-up meetings between the speaker, city and county officials and downtown stakeholders for a deeper dive into the topic.



Merchant Support

The Streetery To boost local businesses and entice new customers, we open downtown streets to pedestrian traffic with festive lights, music and performers sprinkled throughout.

SpendaBull Gift Card SpendaBull is a digital gift card to use at participating merchants in downtown Durham. It's as easy to use as a credit card, comes in any amount from \$5 to \$500 and works without an app. To sign up visit downtowndurham.com/spendabull.

Retailers Roundtable Downtown retailers come together on an as-needed basis to discuss sales and marketing initiatives, address concerns or attend trainings.

Merchant Handbook The Downtown Durham Merchant Handbook is a go-to reference guide with info like frequently called numbers and a listing of services available to downtown merchants.

Event Calendar The DDI Event Calendar is the place for downtown retailers, restaurants and residents to promote events.

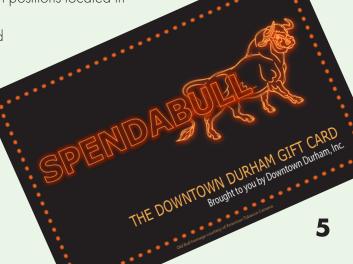
Parking Map The DDI interactive parking map has a complete list of public parking available downtown.

Social Media Marketing DDI promotes downtown businesses and amplifies their social media marketing on Facebook, Twitter and Instagram.

Jobs Board DDI connects businesses with job-seekers to fill open positions located in the Downtown Business Improvement District.

Merchant Map DDI maintains and distributes virtual, printed and downloadable maps of street-level businesses within the BID.

Traffic Report downtowndurham.com/traffic-report



STRATEGY & POLICY

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Master Plan DDI's Downtown Master Plan provides vision and guidance on the strategic development of downtown Durham. It is updated every eight years.

Studies and Analyses Through topical studies and analyses, DDI shapes discussion and policy on initiatives critical to the growth of an equitable and successful downtown, city and county. Studies include Business Diversity in Downtown Durham, the International Downtown Associations' Value of Downtowns, Parking Studies and Retail Market Analyses.

Position Statements When warranted, DDI advocates for downtown stakeholders by speaking out about policies and initiatives that impact residents, visitors and business owners.

Advocacy and Mediation DDI also advocates for BID and downtown constituents through contact and interaction with city and county departments. When appropriate, DDI works to facilitate face-to-face meetings to inform and build connections.

COMMUNITY ENGAGEMENT



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BID Stakeholder Input Meetings Each year DDI hosts input sessions to determine the priorities of our Business Improvement District stakeholders. In 2020, we began hosting sessions for targeted constituent groups to better understand their issues and concerns.

Feedback Survey What's great about downtown Durham, and what could be better? Your thoughts are always welcome. Share your thoughts at downtowndurham.com/feedback.

Happenings in the Heart of the Bull City BID Newsletter

Our monthly e-newsletter highlights information, events, and traffic of interest to the businesses, residents and property owners in the Downtown Durham Business Improvement District. Subscribe by filling out the "Want Updates?" form at downtowndurham.com or emailing patrick@downtowntdurham.com.

CULTURAL VIBRANCY

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Public Spaces

Public Space Project Downtown Durham, Inc. hosts unexpected and thoughtprovoking projects in downtown Durham's public spaces. Downtown Durham, Inc. Public Space Project is an activation project focused on retaining and supporting the creative and artistic cultures of Durham and upholding public spaces of convergence. We encourage collaborative, thought-provoking and unifying rather than divisive work.

Third Friday Explore downtown Durham's galleries, artist studios, shops, restaurants and music from 6-9 p.m. every third Friday. Find out what's happening each month by visiting ThirdFridayDurham.org or stop by Discover Durham on Third Friday to pick up a calendar.

Walk-a-Bull Downtown As incentive to get everyone walking downtown, DDI has partnered with the YMCA of the Triangle to paint W. A. Bull on a number of buildings and structures. Can you find them all? Visit walkabulldowntown.org for a map.

American Tobacco Annual Tower Lighting at American

Tobacco Campus. Follow a joyous procession up Blackwell Street to celebrate our community and light up the plaza.

The Mix at Durham Station DDI has partnered with GoDurham to bring music and food to travelers and members of the community at the Durham Station Transportation Center from 3:30 to 6:30 p.m. on Third Fridays – a great way to kick off a Third Friday evening.

PARK(ing) Day DDI hosts Durham's celebration of PARKing Day, an international phenomenon motivated by the desire to activate the metered parking space as a site for creative experimentation, political and cultural expression, and unscripted social interaction.

Event Partnerships

DDI supports innovative, exciting events that bring diverse audiences to downtown Durham. For questions about event sponsorship, contact Nicole J. Thompson, President/CEO.





CLEAN & SAFE PROGRAM



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Ambassadors

Downtown Durham has a dedicated team of Ambassadors who provide much needed clean and safe services. From sweeping and cleaning the streets, to providing directions for visitors, to jumpstarting car batteries, our Ambassadors are here to help. Have questions? Just stop one and ask.

Ambassadors are on duty throughout downtown seven days a week, with rotating shifts and zones. Typical schedules:

- Sunday, Monday and Tuesday 7 a.m. to 8 p.m.
- Wednesday through Saturday 7 a.m. to 10 p.m.
- May vary due to special events and projects.

Services Offered

Cleaning and maintaining public sidewalks and spaces

Welcoming and assisting visitors

Promoting downtown amenities and businesses

Providing maps and visitor information

Assisting with downtown special events

Removing graffiti from public spaces

Power washing sidewalks

Non-emergency alls for assistance to police, fire, EMS

Connecting those in need to social services

Car jumpstarts

And more!

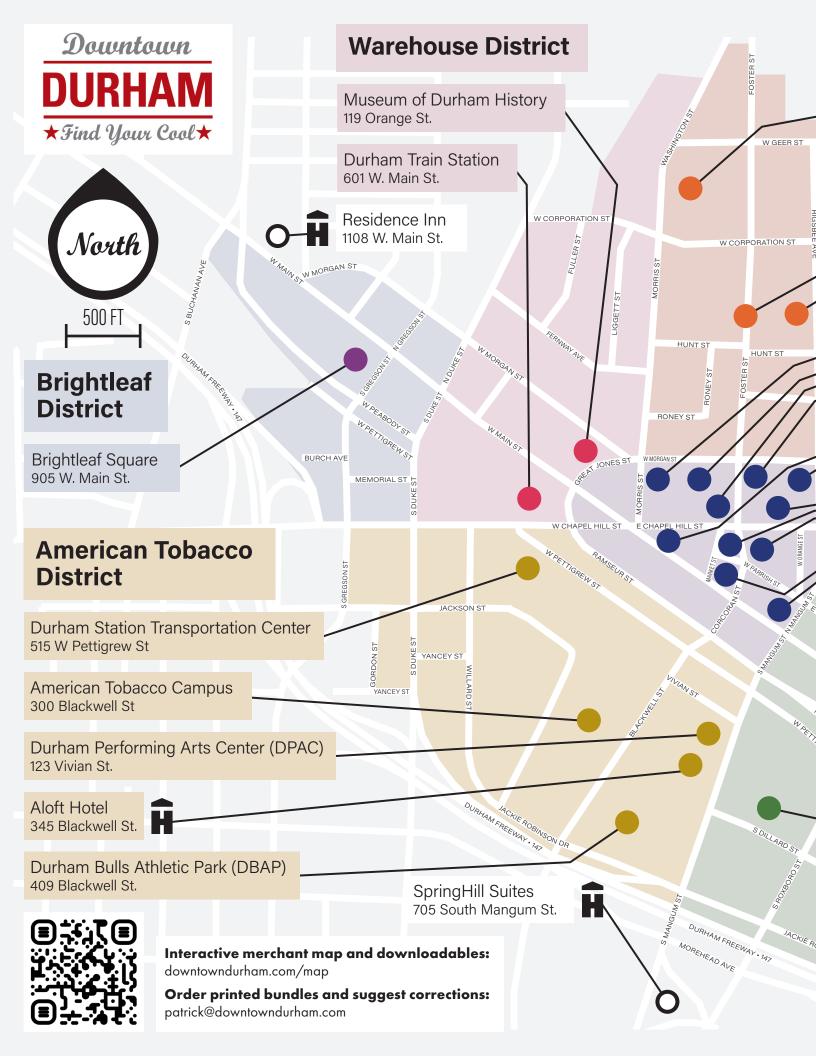
Submit a Service Request

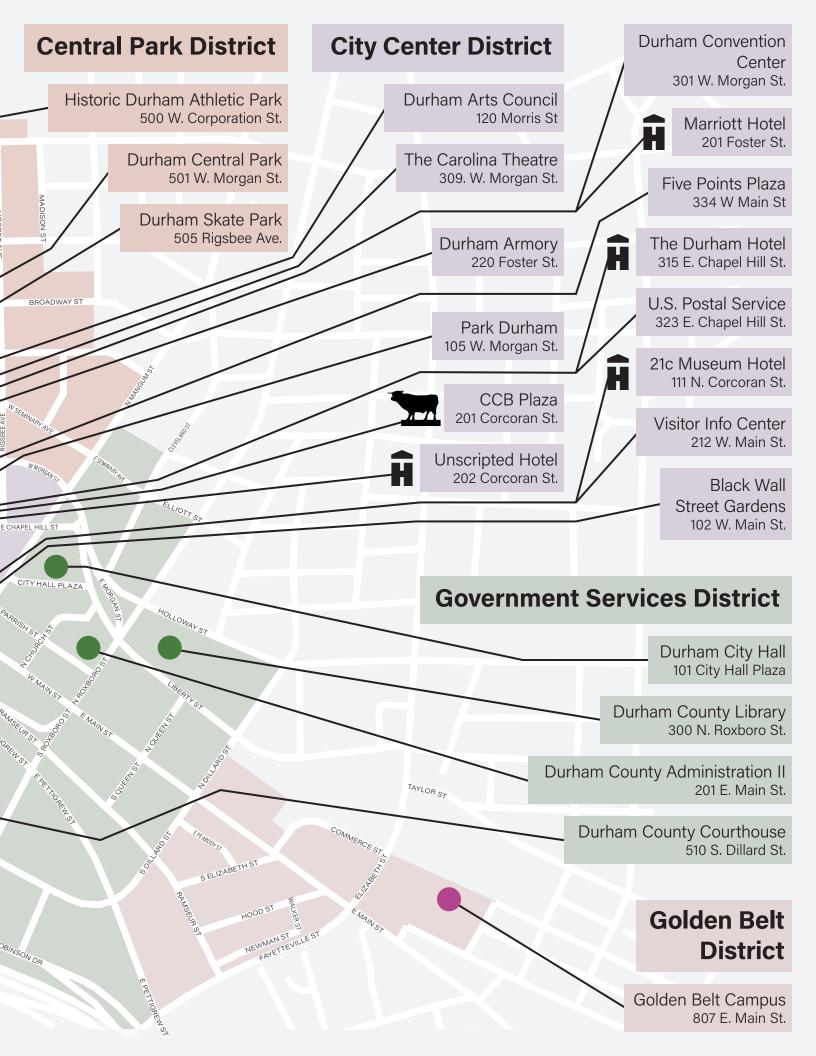
Submit service requests by calling 919-682-BULL (2855) or filling out our online form at downtowndurham.com/ambassadors.

During operating hours, calls to the Ambassador Hotline will be forwarded directly to an on-duty Ambassador. You can also report concerns through our Service Center. If a request should be handled by the City of Durham, the Ambassador will submit the work order through Durham One Call.

For any emergencies, call 911.

Contact: Erik Nystrom, erik@downtowndurham.com





So You Want to Start a Business!



Inspire your staff, and get your creative juices flowing by locating your business in a thriving, dynamic environment.

With restaurants, retail shops, sporting events, music, arts and Broadway plays all just steps away from your front door, there are endless organic opportunities to meet and network with other entrepreneurs and professionals. Downtown Durham is more than just a place to work, it's a hub of creativity and innovation.

WHEN TO TALK TO DDI

Planning to move your business, start a business, or expand in or to downtown Durham? DDI staff are experts in helping businesses locate and thrive in downtown. We can help you identify available properties, plan for growth, connect to business development services and more. We can also provide market and pipeline data to help your business secure financing for all business loans. If you have...

Secured funding and investments	Created a business plan
Obtained insurance	Filed papers for your business name

Then you're ready to talk with DDI! Contact: Tiffany Bashore, tiffany@downtowndurham.com

NEW BUSINESS RESOURCES

Downtown Coworking, Startup Hubs and Real Estate

American Underground - startup hub and coworking space	americanunderground.com
The Chill Place - coworking	thechillplace.com
Downtown Durham Inc.'s available space listings - properties for sale or lease	downtowndurham.com/work
Durham Bottling Company - coworking space	durhambottling.com
Locale 321 - coworking space	locale321.com
Provident1898 - coworking space	provident1898.com
ReCity Network - coworking space	recitynetwork.org
Spaces - coworking space	spacesworks.com/durham/mangum-street
WeWork - coworking space	wework.com

Education, Counseling and Technical Assistance

City of Durham Office of Economic & Wordplace Development (OEWD)s Small Business Advisory Comittee

A group of banks, colleges and universities, entrepreneurs and others who are committed to provind financing and technical assistance for businesses who are just getting started.

durhamnc.gov/462 919-560-4965, ext. 15205

Durham Business 360	durhambusiness360.com
All the tools and resources you need to start a business in Durham.	
Durham County Library Business Services Supports entrepreneurs with programming, research and more.	durhamcountylibrary.org/ business-services
Durham Tech's Small Business Center Provides information on marketing, financial management and more.	durhamtech.edu/sbc 919-536-7241
The Institute A nonprofit firm focused on business diversity, providing counseling and lender referrals. • Women's Business Center of North Carolina (WBC) • Minority Business Development Agency (MBDA)	theinstitutenc.org 919-956-8889 wbcnc@theinstitutenc.org mbda@theinstitutenc.org
NC Small Business and Technology Development Center Services and resources for small businesses from professional business counselors.	sbtdc.org/offices/nccu 919-530-7386
SCORE (Service Corp of Retired Executives) Mentorship, education and other tools to help small businesses get off the ground.	chapelhilldurham.score.org 919-240 <i>-77</i> 65
Veterans Business Outreach Center (VCOC) A Small Business Administration program designed to provide entrepreneurial development services to transitioning service members, veterans and military spouses.	fsuvboc.com 910-672-2683

Additional Resources for New Businesses

Durham County Library Innovation Lab Offers 3D printing and modeling, laser cutting, coding, robotics and digital design.	durhamcountylibrary.org/ location/main-library
The Cookery A certified food production facility for entrepreneurs launching or expanding upon a culinary business.	durhamcookery.com
SplatSpace A multidisciplinary workshop and hackerspace in downtown Durham, offering wood and metal shops, electronics and soldering stations and more.	splatspace.org



Being Part of the Community

Being a downtown business is unique. What follows are opportunities, events, resources and things you should know to help you succeed in this thriving community.

STAY IN TOUCH WITH OTHER MERCHANTS

Downtown Durham Nextdoor pages While the "Downtown Durham" Nextdoor group is very small, this web address will show you all the more active groups in the downtown area.	nextdoor.com/neighborhood/ downtowndurhamdurhamnc
Downtown retailers Facebook group Private group for communication among retailers.	facebook.com/groups/durhamretailers
Downtown restaurants Facebook group Private group for communication among restaurants.	facebook.com/groups/durhamfoodbiz
Art venues Facebook group Private group for communication among art venues across Durham County.	facebook.com/groups/durhamartvenues
Art venues email list Stay in touch with other art venues and get reminders of upcoming arts events.	email sonicpieproductions@gmail.com

OPPORTUNITIES TO COLLABORATE

Downtown merchants are notorious for working together to create projects that enliven the dining, shopping and entertainment experience of visitors. Here's what's happening now:

Small Plates Thursday Restaurants and bars in the downtown Durham Loop created this weekly restaurant crawl, in which participating merchants offer a special small plate, discounts, drink pairing or all three.

durhamsmallplatescrawl.com #smallplatesdowntowndurham

Third Friday Durham Monthly art walk and gallery crawl organized by venues and marketd by DDI. Includes sites across Durham but mostly concentrated in downtown.

thirdfridaydurham.org facebook.com/DDIThirdFridayDurham instagram.com/thirdfridaydurham #thirdfridaydurham

Working on a new collaborative project? Contact DDI so we can help it be an even bigger succes!

Early stages brainstorming, connections, resourcesTiffany Bashore: tiffany@downtowndurham.comLate stages marketing and promotionGina Rozier: gina@downtowndurham.com

KEEPING IT CLEAN & SAFE

Shared Solid Waste Dumpsters

These waste stations were constructed to provide solid waste storage and pickup for City Center District businesses as there is very little space for these types of facilities in downtown. In order for these stations to continue to work, the assistance of all parties involved is needed:

The City Solid Waste Department provides and empties dumpsters and trash cans, maintains fencing and other site infrastructure and services sites on a regular basis. Note: Solid Waste truck drivers are not allowed to exit their vehicles to collect trash bags, so all trash must be placed into the dumpsters prior to collection. Contact: Carlos Lyons, Operations Manager, 919-560-4186 ext. 32229.

The DDI Clean & Safe Ambassador Team spot checks each site daily and monitors on an ongoing basis, cleans up small litter at dumpster sites, pressure washes sites annually and reports and document site issues (e.g. spills, illegal dumping, etc.). Ambassadors are available (919-682-2855) for cleanup assistance, but do not provide cleanup of spills, broken bags or non-compliance by site users.

Contact: Erik Nystrom, Operations Manager, 919-452-2804 or erik@downtowndurham.com.

Site users (including restaurants, shops, offices, residents and other organizations) dump place bags of waste into trash and recycling dumpsters – not on the ground beside them – and immediately clean up an spilled solid or liquid waste resulting from broken bags. If dumpster is full or you find other serious spills or issues at the site, contact both Solid Waste and DDI Clean & Safe.

Local Law Enforcement

Durham Police Department DPD District 5	durhamnc.gov/149 durhamnc.gov/211
Durham Community Safety DCSD works to enhance public safety through community-centered approaches to prevention and intervention as alternatives to policing and the criminal legal system.	durhamnc.gov/4576
Durham County Sheriff	durhamsheriff.com
Partners Against Crime District 5 The Partners Against Crime (PAC) program promotes collaboration among police officers, Durham residents, and city and county government officials to find sustainable solutions to crime problems and quality of life issues.	durhamnc.gov/201 Meets on 2nd Thursdays at 5:30 p.m. City Hall 2nd floor conference room

SHARE EVENTS ON LOCAL CALENDARS

Discover Durham covers all of Durham County	discoverdurham.com/events
Downtown Durham Inc. covers events in and adjacent to the downtown Durham Business Improvement District	downtowndurham.com/events
Durham Magazine covers all of Durham County	durhammag.com/events
Indy Week covers the Triangle	calendar.indyweek.com/cal

Business Contacts

FOR ALL EMERGENCIES CALL 911

Urgent Contacts

Need	Agency/Business	Phone
Aggressive panhandling	Durham Police non-emergency	919-560-4500
Animal Control	Durham County Sherriff's Department	919-560-0630
Durham Ambassador hotline	Downtown Durham, Inc.	919-682-2855
Electricity outage	Duke Energy	800-769-3766
Gas leak	• Leave premises, then call 911	911
	Then call Dominion Energy	877-776-2427
Gas outage	Dominion Energy	866-366-4357
Traffic interruptions	Durham Police non-emergency	919-560-4500
Water after hours	City of Durham	919-560-4344

Utilities

Service	Provider	Website	Phone
Electricity	Duke Energy	duke-energy.com/Customer-Service	866-582-6345
Gas	Dominion Energy	dominionenergy.com/north-carolina-gas	877-776-2427
Trash and recycling	City of Durham	durhamnc.gov/852/Curbside-Collection-Services	919-560-1200
Water	City of Durham	durhamnc.gov/1028/Customer-Billing-Services	919-560-1200
Water After Hours	City of Durham		919-560-4344

Internet Service Providers

Provider	Online customer sevice	Phone customer service
AT&T	att.com/support	844-954-0286
Earthlink	earthlink.net/contact	844-356-5249
Frontier	frontier.com/contactus/contact-us	800-921-8101
Google	fiber.google.com/cities/triangle/support	855-418-8326
HughesNet	hughesnet.com/support	877-759-3746
Spectrum	spectrum.net/contact-us	844-290-2464
T-mobile	t-mobile.com/support/business	800-937-8997
Verizon	go.verizon.com/business/customer-service	877-596-7577
ViaSat	viasat.com/customer-service	760-476-2200
Windstream	windstream.com/support	919-674-0376
Xfinity	xfinity.com/support	800-934-6489

Permits, Licenses, Inspections, Taxes and More

Item	Agency	Website
Annual business report filing	NC Secretary of State	sosnc.gov/divisions/business_registration/annual_report
Assumed name filing for new businesses	Durham County Register of Deeds	dconc.gov/county-departments/departments-f-z/register-of-deeds/filing-an-assumed-name
Fire code and inspections	City of Durham Fire Department	durhamnc.gov/3825/Permits-Inspections-Code-Violation- Exten
Health inspections	Durham County Department of Public Health	dcopublichealth.org/services/environmental-health/about-general-inspections-3654
Liquor license	NC ABC Commission	abc.nc.gov/Permit/PermitTypes or (919) 779-0700
Parking	Park Durham (City of Durham)	parkdurham.org
Payroll Tax	US Internal Revenue Service	irs.gov/businesses/small-businesses-self-employed/ employment-taxes
Property tax	Durham County Tax Administration	dconc.gov/county-departments/departments-f-z/tax-administration
Sales Tax	NC Department of Revenue	ncdor.gov/taxes-forms/sales-and-use-tax
Sign permits	City-County Development Services Center	dsc.durhamnc.gov/240/Sign-Permit-submittal-portal

Durham One-Call: 919-560-1200

Durham One Call is your hub for information about City and County programs and services as well as the way to request assistance with non-emergency issues. The One Call app and online service request, as well as a list of FAQs, can be found at durhamnc.gov/1439/Durham-One-Call.

Important Websites

Organization/Resource	Website
Carolina Small Business Development Fund	carolinasmallbusiness.org
City of Durham: Community Safety Department	durhamnc.gov/4576
City of Durham: Office of Economic & Wordplace Development	durhamnc.gov/446
Durham Business 360	durhambusiness360.com
Durham County Library Business Services	durhamcountylibrary.org/business-services
Durham Tech's Small Business Center	durhamtech.edu/small-business-center
The Economic Development Partnership of North Carolina	edpnc.com
The Greater Durham Chamber of Commerce	durhamchamber.org
The Greater Durham Black Chambe of Commerce	gdbcc.org
The Institute	theinstitutenc.org
North Carolina Retail Merchants Association	ncrma.org
North Carolina Mechants Association	myncma.org
SCORE (Service Corp of Retired Executives)	chapelhilldurham.score.org
Small Business and Technology Development Center	sbtdc.org/offices/nccu
The US Small Business Administration	sba.gov

Major Annual Events

Learn more about what makes downtown Durham unique, and prepare for the ways these events will affect your business operations.



Full Frame Documentary Film Festival • multi-day event in April

Full Frame is an internationally acclaimed film festival, and it brings thousands of attendees from near and far to enjoy downtown restaurants and shopping. Parking is at a premium during this event, but street traffic is minimally affected. **fullframefest.org**



NCCU & Duke • Sundays, early May

Duke and Central typically schedule their commencement ceremonies in May, bringing a marked increase in visits by students and family to downtown restaurants and shops, as well as increased demand for parking. **commencement.duke.edu** and **nccu.edu/events**



Pride • multi-day event in September

Durham's annual Pride Parade is typically held at or around Duke's East Campus, but other parts of the celebration often occur in Durham Central Park and at music and event venues downtown.

lgbtqcenterofdurham.org/program/pride



NC Juneteenth Celebration • Saturday and Sunday nearest June 19

The state's premier Juneteenth celebration takes place in the heart of Durham and features music and other performances, an art and craft fair, food trucks and much more.

spectacularmag.com/events/ncjuneteenth



OutSouth Queer Film Fest • multi-day event in August

OutSouth is the 2nd largest LGBTQ+ film festival in the Southeast, and it brings thousands of attendees from near and far. Parking is in high demand, but street traffic is minimally affected.

carolinatheatre.org/festival/outsouth



Beats N Bars Festival • multi-day event in August or September

Beats N Bars is a celebration of hip hop culture and community in all its forms, showcasing musicians and other creatives and thinkers across multiple days and sites in downtown Durham.

beatsnbarsfestival.com



CenterFest • multi-day event in September

Organized by the Durham Arts Council, Centerfest is an annual outdoor arts festival located in the heart of downtown Durham, featuring artists, live music, food and drink and more. Plan for large portions of streets and parking to be blocked. **durhamarts.org/centerfest**



Bull City Rumble • Labor Day weekend

This world-renowned vintage motorcycle and scooter rally drawing thousands of enthusiasts from all over the world. **bullcityrumble.com**



Blacktoberfest • multi-day event in early October

Blacktoberfest blends craft beer, culinary excellence, festival-style booths, entertainment, education and community economics. **blacktober-fest.com**

NCCU & Duke Homecomings • multi-day events in late October and early November

Alumni and students celebrate their schools with activites on campus and off. alumni.duke.edu/campus-events/homecoming and nccu.edu/the-ultimate-homecoming



NC Comicon Bull City • multi-day event in November

The 2nd largest comics convention in the state, NC Comicon's Durham event draws huge crowds, and notable celebrity appearances, from near and far. Parking is affected but downtown is filled with pedestrian looking to shop and eat, often in elaborate costume! **nccomicon.com**



Durham Art Walk & Holiday Market • weekend-long event in late November

The Durham Arts Council organizes this kickoff to the holiday season, but participating merchants, performers and food vendors are located all across downtown. **durhamarts.org/art-walk**



Durham Holiday Parade • mid-to-late December

The city's annual winter parade brings out the crowds *and* the holiday spirit, with a route that likely passes near your front door. **dprplaymore.org/309**



MAJOR YEAR-ROUND EVENTS

Durham Farmer's Market • Sat. mornings year-round; Wed. afternoons May-October

A Durham Central Park mainstay, the Durham Farmer's Market is a bustling affair and often features live musicians, food trucks and accompanying art and craft markets



Foster St. is closed at Central Park, and nearby parking is in high demand, but streets and parking downtown are otherwise unaffected. Market shoppers often spend additional time shopping and dining downtown. Find complete schedules at **durhamfarmersmarket.com**



Third Friday Arts Walk & Gallery Crawl • third Friday of each month, 6-9 p.m.

Galleries and other arts venues across Durham, with an especially high concentration downtown, open their doors for an extra late evening of artistic revelry. See upcoming Third Friday events, and add your own, at **thirdfridaydurham.org**.



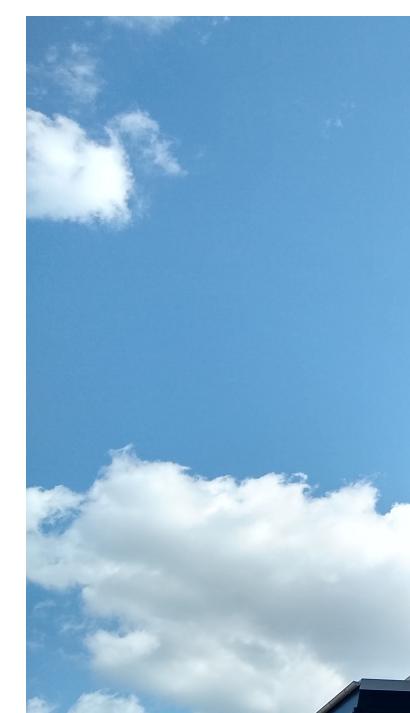
MORE EVENT RESOURCES TO WATCH

Discover Durham Calendar covers all of Durham County.	discoverdurham.com/events
Durham Convention Center This downtown venue draws crowds of hundreds from hear and far for short and extended events.	durhamconventioncenter.com/events
Downtown Durham Inc. Calendar covers events in and adjacent to the downtown Durham Business Improvement District.	downtowndurham.com/events
Traffic Report Subscribable, DDI-created report that includes all events and activities affecting street traffic downtown.	downtowndurham.com/traffic-report
Durham Magazine Calendar overs all of Durham County.	durhammag.com/events
Indy Week Calendar covers the Triangle.	calendar.indyweek.com/cal



Merchant Handbook

Fiscal Year 2022-23



downtowndurham.com