



# INFORMATION SHEET

**STORE:** 1006 Athena

**CURRENT ADDRESS:** 313 E Main St.  
Athena, Or 97813

This community has an opening for a liquor store operator (agent).

## COMPENSATION AND SALES

<u>Distilled Spirits Compensation</u>				
<b>Annual Comp Calendar Year 2025:</b>	\$48,850	<b>Average Monthly Comp Calendar Year 2025:</b>	\$4,071	
<u>Five Year Distilled Spirits Sales Comparison</u>				
Calendar Year	Consumer	Licensee	Total	Year over Year Change
2025	\$295,253	\$0	\$295,253	3%
2024	\$285,696	\$0	\$285,696	23.8%
2023	\$228,555	\$0	\$228,555	-8.1%
2022	\$236,769	\$12,925	\$249,694	2.7%
2021	\$229,503	\$14,393	\$243,896	-5.4%

Per ORS 471.750, retail sales agents are compensated for selling distilled spirits to consumers and licensees on behalf of the state. This store will have a monthly base compensation of **\$2,009** with a monthly commission rate of 8.38% paid on consumer sales and 6.54% paid on licensee sales.

Keep in mind:

- It may take years to build the business.
- Sales vary within seasons and economic conditions.
- Licensees are able to purchase distilled spirits at any liquor store within the state.
- Agents will pay all expenses to operate the liquor store from monthly compensation.

## CONDITIONS OF APPOINTMENT

- Present a suitable location, serving the local Athena community that is acceptable to the Commission. **The current convenience store may or may not be for sale or lease** and the current temporary operator at this location may submit an application to become the permanent operator. The liquor store must be self-serve and operate in conjunction with another business.
- Hours of operation: Liquor stores can be open between 7 a.m. until 10 p.m.; they are required to be open a minimum of 8 hours per day Monday-Saturday which must include the hours between 12 noon and 6 p.m.; opening on Sundays and specific holidays are optional for any number of hours between 7 a.m. until 10 p.m.
- Present a Statement of Funding Sources and supporting documentation showing adequate finances of approximately **\$7,819 – \$15,800\*** to meet the following obligations:

\* This is only an estimate; actual start-up expenses could be higher or lower.

1. Pay a resignation buy-out of \$7,819 pursuant to OAR 845-015-0190.
  2. Start-up costs, operating expenses (rent, payroll, etc.), store improvements, fixtures and equipment costs, (approximately \$8,000).
  3. Meet the operating expenses of the store for two months before receiving compensation.
- D. The point-of sale computer register system must meet OLCC reporting requirements. Further, the system must transmit daily liquor sales and daily liquor inventory to OLCC by the takeover date. The required daily information will also be posted to Oregon Liquor Search. The bank card processing system must comply with Payment Card Industry Data Security Standards from the takeover date. Agent must accept the existing bank card processing equipment lease until its expiration. In the future, OLCC will provide point-of-sale computer equipment to process distilled spirit sales.
- E. Store location must have high speed internet and a store specific e-mail account.

### **OLCC RECOMMENDATIONS FOR A DIFFERENT LOCATION**

- A. Recommended Minimum Hours: Monday-Saturday 8 a.m. to 9 p.m.  
Sunday 8 a.m. to 7 p.m.
- B. The location should be in a modern, high traffic retail space with high visibility and ample parking.
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| Recommended Minimum Square Footage at Future Location:  | 500 sq. ft.+ with approximately two-thirds dedicated to the sales floor and one-third dedicated to the stockroom.   |
| Recommended Minimum Fixtures and Equipment at Location: | 84" high, 22-24" deep heavy duty metal shelving (wall units)<br>42" high, 19-22" deep heavy duty metal gondola shelving (sales floor)<br>Install sales floor shelving along the perimeter walls<br>Racking for stockroom<br>Modern checkout counter<br>Highly visible illuminated exterior sign and a neon open sign<br>Modern wall color and flooring<br>Creative decor and category signs |

### **APPLICATION PROCESS**

- A. Applicants may apply as either an individual or one legal entity. Applicant is required to complete the appropriate application for appointment type. If the application is not complete, the application will not be considered.
- B. If applying for more than one advertised store, submit a separate application for each.
- C. To be considered, email a completed application by **12:00 PM, Friday, May 22, 2026** to [OLCC.RetailServices@olcc.oregon.gov](mailto:OLCC.RetailServices@olcc.oregon.gov). **Applications received after this deadline will not be accepted.**

Emailed applications will **only** be accepted as an attached **PDF – NO ZIP FILES**.

- D. Applicants with questions regarding the application process or operating a liquor store may contact:

Brian Flemming, District Manager      503-781-9774  
[Brian.flemming@olcc.oregon.gov](mailto:Brian.flemming@olcc.oregon.gov)

Please keep in mind, liquor operators are independent contractors and OLCC does not have access to a P & L statement or operating expenses for the current business.

### **SELECTION PROCESS**

- A. A staff screening committee will evaluate and rank all applications.
- B. Highest ranking applicants will be selected for a personal interview.
- C. Finalists will be invited to the July 16, 2026 public commission meeting to give a presentation to the Board of Commissioners. At a minimum, presentations must include hours of operation, specific commitments for store equipment and fixtures including thoughts, ideas for the location.
- D. Selection and appointment of a finalist will be made by the Board of Commissioners after all finalists have presented.
- E. The appointed agent will tentatively begin operating the store on August 1, 2026.