

Small Business Kiosk Program Application Form

Name and contact details as it is to appear in the Agreement.

1. Proposer Name:

Concept Name

Address / Location

Sales

Owner / Entity

Landlord / Contact

2. Identity of Proposing Entity

	Year 1 (20)	Year 2 (20)	Year 3 (20)
Summary of Experience In lieu of completing the below table, Proposer may submit a narrative response that describes in detail how the Proposer meets the minimum qualifications requirements stipulated in the Call for Applications. If concept name, location, ownership, and/or contact information has remained the same for each qualifying year, note "same" in the box.			
Email:			
Phone:			
Contact Nam	ne and Title:		
Address:			

4. Financial Summary

Each Proposer shall provide evidence that the proposed concept has generated the minimum gross revenue per qualifying year and that it is capable of meeting insurance requirements as stated below:

- a. Proposers must attach audited financial statements per qualifying year in accordance with Generally Accepted Accounting Principles. Audited financial statements may include balance sheets and income statements that were prepared and attested to by a Certified Public Accountant (CPA).
- b. If audited financial statements are not available, submit tax statements prepared by a CPA, along with unaudited financial statements per qualifying year. Unaudited financial statements should be so noted accordingly.
- c. The financial reports should demonstrate good financial condition that evidences an ability to commence Airport operations without overburdening the business.
- d. Proposer must demonstrate its ability to meet insurance requirements stated in Paragraph 3(e) of the Call for Applications.

5. Evaluation Criteria

Additional pages may be added in response to the questions contained in this section as required.

a. Proposed Concept (70 points)

- What is the overall appeal and relevance of the proposed concept to Airport passengers? (25 points)
- How is this concept reflective of the local area and region? (15 points)
- What are the proposed merchandise categories and price ranges? (15 points)
- Discuss how you plan to merchandise the kiosk and display your products?
 Provide images of existing setups and merchandise. (15 points)

b. Customer Service and Quality Control (30 points)

- Discuss your approach to customer service and monitoring the kiosk to ensure high standards are maintained and overall business performance is strong. (10 points)
- Describe your approach to customer service and product knowledge training for the staff. (10 points)
- Discuss your approach to product quality control. (10 points)

TOTAL POSSIBLE POINTS: 100