



Thank you for your interest in locating your business at Gibsons Public Market (operated by Gibsons Community Building Society). Our application process includes the following:

- Completion of this Merchant/Vendor Application Questionnaire
- Provision of a business plan
- An interview with members of a committee of the Board of Directors
- Successful applicants will be asked to consent to a credit check and provide financial information and references.
- Chosen applicants will sign Intent to Lease document and will be asked to agree to abide by the Gibsons Public Market Tenant Leasing Guidelines contained therein.

Merchant/Vendor Application Questionnaire

Tell us about you and your business

Legal Name of Business:

Date incorporated:

Owner(s) full name(s):

Mailing address of business:

Street address (if different from mailing address)

Phone number:

Cell:

Overview

- a) Please briefly describe your business. Your business plan should provide more detail including your proposed *marketing or merchandising plans*, with some images or visual example of how you might set up the space. If your business plan is not attached please advise by what date we can expect it.
- b) Have the owners ever filed for bankruptcy, either personally, as a partnership, or with any other businesses owned or partially owned? If yes, please describe (include chronology).
- c) Briefly describe each of the products you propose to sell at the GPM, or the services you propose to provide.
- d) Briefly describe your relevant business experience that will enable you to be successful at the market. Please address your experience creating market demand for your product/service.
- e) Comment on your experience operating in collaboration with other businesses for the benefit of all. GPM is seeking to create a unique public market experience that encourages residents and visitors to shop local.

Points System Criteria

The following points-measured criteria reflect the values adopted by GPM. Some are more heavily weighted to reflect their importance. We ask that you assess your own circumstances and be prepared to back-up claims with evidence during the interview process.

- a) Do you live on the Sunshine Coast, including Powell River, Bowen, Keats and Gambier Islands?
 - Currently live on the Sunshine Coast (10 points)
 - Will relocate if selected (6 points)
 - Will operated the business from off the Coast (1 point)
- b) Do you have successful business experience?
 - 5 years or more of business experience (10 points)
 - 2-5 years (6 points)
 - This is my/our first business (1 point)
- c) Describe any ways you have supported either local food security and/or local business (on the Sunshine Coast or in other communities).
 - Proven history of championing local business (3 points)
- d) Describe any ways you have supported GPM already (at time of application) or plan to help us achieve success.
 - Proven record of support (10 points)
 - A business plan describes ways of supporting GPM (5 points)

- e) How many full-time equivalent (FTE) jobs will you provide with this proposed business (on average over the year, not just the summer season)?
- More than 3 FTE jobs (15 points)
 - 3 additional FTE jobs (10 points)
 - 1.5 additional FTE jobs (5 points)
 - The proprietor/manager only (4 points)
- f) Describe how your business is unique
- To the best of my knowledge, no one else is producing this product anywhere regionally (5 points)
- g) Describe your products' quality and where it fits in the greater marketplace (e.g. objective reviews, prizes won, peer reviews, formal appraisals). During the interview process you may need to provide samples of each type of product you will be selling.
- 5 or more examples provided (10 points)
 - 4 examples provided (8 points)
 - 3 examples provided (6 points)
 - 2 examples provided (4 points)
 - 1 example provided (2 points)
- h) The GPM's goal is to operate as a zero-waste facility. Packaging (both incoming and outgoing), disposable dishes and cutlery, and the office supplies should be compostable, biodegradable, reusable, or recyclable. For your business, list ways you are already operating zero-waste and/or how you will achieve this goal.
- 5 or more ways (10 points)
 - 4 ways (8 points)
 - 3 ways (6 points)
 - 2 ways (4 points)
 - 1 way (2 points)
- i) Have you done/had done an environmental life cycle analysis of your product(s)? Please include the results in your attached business plan.
- Yes (5 points)
- j) Do you sell or intend to sell your product off the Sunshine Coast?
- Yes, already export our product / sell in other locations (10 points)
 - Our business plan includes expanding our market for this/these product(s) (5 points)

For Merchants, Kiosk Vendors and Bistro that sell prepared food:

- k) What percentage of your product is produced on-site (i.e. at GPM)?
- 75-100% (10 points)
 - 50-74% (6points)
 - 15-49% (3 points)
 - 1-14% (1 point)

As a follow up are you interested in renting our Commercial Kitchen facilities?

For all Food Merchants and Vendors:

- l) What percentage of your ingredients or product is: certified GMO (Genetically Modified Organism) free, certified organically grown, organically grown but not certified. Please circle the above items reflected in your assessment below.
- 100% (10 points)
 - 75-100% (4 points)
 - 50-74% (3 points)
 - 25-49% (2 points)
- m) Percentage of product crafted, prepared, grown or harvested on the Sunshine Coast.
- 100% (10 points)
 - 75-99% (8 points)
 - 50-74% (6 points)
 - 15-49% (4 points)
- f) Percentage of supplies or ingredients sourced regionally, including all of BC.
- 100% (10 points)
 - 75-99% (8 points)
 - 50-74% (6 points)
 - 15-49% (4 points)

For vendors selling animal products or cosmetics using animal products (excluding honey):

- n) What percentage of your product line is from ethically sourced animals (e.g. free range, hormone-free)? Please be prepared to show evidence.
- 100% (10 points)
 - 50-99% (8 points)
 - 25-49% (4 points)

Please add-up your total score for the sections applicable to your business.

Total Score:

Signature

Date

Name