



Thank you for your interest in the Columbia Metropolitan Airport **Community Opportunity Leasing Agreement (COLA) Program!**

The COLA Program is designed to showcase and extend retail merchandise and food service product offerings for our traveling passengers at CAE. The COLA program is a short-term, low-risk opportunity for local small business and independent merchants looking to expand their business and reach over 1.1 million annual passengers.

The program consists of kiosk(s) located in the airport terminal. The lease structure of these opportunities are based on a six (6) or twelve (12) month renewable lease and operators pay the airport a monthly base rent of \$400 or \$815 per month (depending on kiosk features/size) or 12% of gross sales, whichever is greater. COLA operators are expected to be open for business 365 days per year, hours (TBD). If awarded, COLA operators will be required to provide a Certificate of General Liability Insurance in the amount of \$1,000,000 and a \$1,000 security deposit.

If you are a local small business and/or independent merchant and would like to be considered as an operator for COLA, please tell us about yourself and your concept by completing the **“Expression of Interest”** form below.

Should you be chosen as a candidate a CAE representative will contact you.

BUSINESS INFORMATION:

Name: _____

Business Name (DBA): _____

Company Website: _____

Street Address/City/SC/Zip: _____

Email: _____

Office Phone: _____

Mobile Phone: _____

South Carolina ACDBE Certified _____

MERCHANDISE OR FOOD SERVICE CONCEPT AND BRIEF DESCRIPTION:

Type of Merchandise/Food

Service: _____

Do you Currently Own a Retail/Food Service Business? _____

Describe how this business will improve the customer experience at the Airport? _____

Additional

Comments: _____

ATTACH YOUR BUSINESS PLAN, INCLUDING THE FOLLOWING:

- Summary of your Business or Professional Experience
- A menu of merchandise/food service products and price lists
- Provide a sample of inventory and disclosure of vending source(s)
- Financial Statements and Projections
- Marketing and Promotions strategies
- Proposed Staffing Plan (365 days/year required, hours (TBD))
- List of certifications and three professional references

For additional information on the COLA program, please contact Lindsay Parks, Properties Manager at 803-822-7838 or l.parks@flycae.com

Deadline for submitting "Expression of Interest" Form and Business Plan:

November 4, 2018; no later than 2:00 p.m. EDT

All submittal documents must be delivered to the following address:

Columbia Metropolitan Airport
Attn: Lindsay Parks, Properties Manager
3250 Airport Blvd, Suite 10
West Columbia SC 29170