

Greetings,

On behalf of the Ozark Chamber of Commerce and Carl G. Hefner Enterprise Center we appreciate your interest in our business incubator. We are positioned to offer assistance with office or work space as well as multiples avenues of support, resources and mentoring for your business venture.

The Carl G. Hefner Enterprise Center is managed and operated by the Ozark Chamber of Commerce. The executive director, Dori Grinder, will be your primary point of contact. She is supported by a great staff and, of course, the Ozark Chamber Board of Directors.

This packet of information will guide you through becoming a part of the Enterprise Center. We are committed to making this journey with you by investing our time and resources in you and your business.

So, let's begin.....

Step one. Complete and submit the **Business Incubator Application for Admittance** with the authorization for a credit and/or background check and your \$35 application fee for review by our panel.

Step two. Interview with our panel and determine whether the programs and services we offer will help you develop your enterprise to its greatest potential.

Step three. Upon acceptance by the Enterprise Center, occupancy can be established after a lease, and applicable agreements have been signed. A deposit of \$250 is expected at the time your lease is signed. Collaboration may then begin for the services and assistance you may need from the Enterprise Center.

We look forward to working with you to build a successful enterprise. And of course, we welcome your ideas and suggestions to enhance these services.

Your success is our success!

Sincerely,



Dori Grinder, Executive Director
The Ozark Chamber of Commerce and Carl G. Hefner Enterprise Center

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Benefits and Services

The advantages of locating your business with us include lower operating costs, synergy that comes from working with other entrepreneurs, as well as regularly scheduled workshops and seminars. We are currently offering many tenant opportunities as seen in the attached floor plan.

The Dream Center offers some exciting unique opportunities. You will have access to a workstation up to 3 days per week (equal to approximately 100 hours per month). This gives you a place to drop-in with your personal computer to work and also gives you an opportunity to network with other local business owners. This environment provides an excellent opportunity for exchanging ideas and solutions to help solve your business challenges.

Additional features available to our tenants include:

- Access to conference rooms
- Break room with amenities
- Business phone landline
- Business workshops/
seminars/resources/counseling
- Collaboration/networking/idea sharing
- High-speed internet access
- Information and support
- Mailing address and delivery
- Mentorships
- Printer/fax/copier/scanner access
- Reception services
- Security
- Utilities & CAM provided
- 24/7 access to building

Typical assistance offered to our tenants include:

- Business Counseling
- Business plans
- Advertising/marketing plans
- Cash flow projections
- Accounting systems
- Location studies
- Loan proposals
- Financial analysis/projections
- Cost analysis
- Business research
- Capital development
- Competition in the marketplace
- Inventory control

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Carl G. Hefner Enterprise Center

Business Incubator Application for Admittance

(Please include a copy of your driver's license and social security card along with the required \$35 fee)

I. APPLICANT INFORMATION

Business Name: _____

Contact Person and Position: _____

Current Address: _____

Mailing Address: _____

Phone: Home: _____ Cell: _____ Business _____

Email: _____

Website: _____

II. BUSINESS INFORMATION

Is this your business? _____ Yes _____ No

Date business formed: _____

Business filed with Missouri Secretary of State: Yes: _____ No: _____

Status of the business: _____ Concept – idea / business plan started, market defined

_____ Emerging – business plan completed, developing product/service

_____ Expanding – business is looking to expand operations

_____ Relocating: _____

_____ Other: _____

Type of business: _____ Sole Proprietorship

_____ Partnership

_____ Limited Liability Company (LLC)

_____ Corporation (State and date incorporated _____)

Federal Tax ID # _____

Missouri Tax ID # _____

Business Owners/Principals/Partners/Major Shareholders/Officers (please include name, address, phone number and title.) *Attach additional pages as needed.*

Bank primary contact and title: _____

Last year's total sales? _____

Last year's total profits? _____

Is it intended that this business provide you and/or your managing principals with your primary source of income? _____

If not, where are/will you work? _____

Briefly describe your business, its products/services and markets: _____

What is your mission statement or what are you trying to do with this business? _____

Who and what is your market? _____

What industry will this business be a part of and what is the condition of the industry? _____

What is the problem or opportunity you aim to solve? _____

How do you plan to do it? _____

What is your marketing plan? _____

Tell us about your financial projects (cash flow, profits, investments). _____

III. OCCUPANCY INFORMATION

Desired date of occupancy: _____

Currently occupying: _____ rental space in commercial facility

_____ space in a personal residence

_____ other: _____

Current space requirements (1 person/2 or more personnel/other needs): _____

Do you have a written business plan? _____ Yes _____ No
(If yes, please attach a copy to your application.)

Please identify the type of assistance you are seeking from the Enterprise Center:

_____ General Business Assistance

_____ Business Plan Preparation / Execution

_____ Market Research

_____ Marketing / Sales

_____ Accounting Services

_____ Financial Services

_____ Management / Operations

_____ Human Resources

_____ Management Team Development

_____ Permits

_____ Business Advocacy

_____ Product Development

_____ Other: _____

(Please read carefully before signing.)

By signing this Application for Admittance, I represent that the information is correct and accurate and that no facts have been omitted that may have a bearing on this application. I also acknowledge that the Enterprise Center management may obtain relevant credit and background information to be used as a part of the evaluation process for acceptance as a tenant to the Enterprise Center. I understand the information contained in this application will held in the strictest confidence. I further understand that this application is subject to review and in no way guarantees my admission to the Carl G. Hefner Enterprise Center and that no liability will be assumed by the Enterprise Center. The Board of Directors of the Carl G. Hefner Enterprise Center retains sole and exclusive authority to accept or reject tenant application packages. If accepted, tenants are required to complete separate lease agreements. I authorize the Enterprise Center, the Ozark Chamber of Commerce and their employees, officers and board members to collect, review and analyze the information contained in this application, and I release and fully discharge them from any claims, demands or liabilities that I may have, arising from or relating to their use of such information in connection with this application.

Signature

Date