

## INFORMATION SHEET

### DESCRIPTION:

Beautiful Community Shopping Centre  
507, 544 square feet with 87 stores and services

### ANCHORS:

Independent Grocers – 29,636 square feet  
Walmart – 98, 950 square feet  
Number of Retail Levels:  
Two + Government Tower attached to the Building.

### LOCATION:

Located on Riverside between Bank & Bronson.

### HOURS OF OPERATION:

Monday – Friday 9:30 a.m. – 9:00 p.m.  
Saturday 9:30 a.m. – 6:00 p.m.  
Sunday 11:00a.m. – 5:00 p.m.

### ANNUAL TRAFFIC:

7.5 million customers

### PARKING:

1341 parking spaces & OC Tranpo Bus Terminal

### How do I become a Specialty Leasing Retailer?

The first step in the process requires that you complete the enclosed application form and return it the Specialty Leasing Manager. After it is received, a meeting will take place to further discuss all possibilities.

Our Specialty Leasing Program was developed to allow for a creative and fun experience for customers of the Shopping Centre. Specialty Leasing is committed to maintaining the integrity of the Shopping Centres Program.

### What kind of commitment do I have to make?

Specialty Leasing Agreements are typically written for 1 to 12 months. These terms can vary depending on the availability within the Program and on the type of business that you offer.

### How are the rates structured?

Specialty Leasing Retailers are responsible for a monthly Base Fee, which is payable at the first of each month. In addition you will pay a percentage of your sales over a natural breakpoint (a threshold which is calculated against your ANNUAL Base Fee) each month.

Specialty Leasing Retailers are also responsible to pay a Promotion Fund, which is payable at the first of each month.

### What hours do I need to operate?

All Specialty Leasing Retailers are required to be open and fully operational during the normal Shopping Centre hours as designated by the Mall Management.

### Do I need insurance?

Prior to entering in to the Specialty Leasing Program, you will be required to secure a Comprehensive General Liability policy. This policy must name the Shopping Centre and the Landlord. This policy must be on an “occurrence” basis, including personal

injury, bodily injury, property damage, contractual liability and standard non-owned automobile coverage. The policy shall be written with inclusive limits of not less than Five Million Dollars (\$5,000,000) for common area retail space.

### What about presentation?

An professional presentation is essential and will immediately tell the customer the story about your merchandise. Remember you have 3 seconds to catch their attention. This is achieved through fixturing and display. Sufficient inventory must be displayed at all times to maximize sales, maintain the quality of your presentation and uphold the integrity of the Specialty Leasing standard.

### Who provides my utilities?

The Shopping Centre will provide standard electrical service of 15 amps, sufficient to operate the lighting needs of your MRU or kiosk unit, your cash register and credit card processing equipment.

### Where will my MRU or Kiosk be located?

The exact location of all MRUs and Kiosks are at the sole discretion of the Landlord and they are subject to relocation at any time that this might be required. Here is a picture of Billings Bridge RMU's:

### What if I am looking for In-line Store Space?

Billings Bridge Shopping Centre offers a variety of in-line store opportunities based on availability.

### I already have my own kiosk... can I use it in your program?

Providing your kiosk meets the design criteria of the Specialty Leasing Program, we can discuss what opportunities may be available. Please be sure to include a picture of your kiosk, along with its dimensions, with your completed application.

INSPIRED **EVERYDAY**

---

## SPECIALTY LEASING PROGRAM INFORMATION

BUSINESS NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

LEGAL ADDRESS: \_\_\_\_\_

TELEPHONE (BUSINESS): \_\_\_\_\_

TELEPHONE (CELL): \_\_\_\_\_

EMAIL: \_\_\_\_\_

DESCRIPTION OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE OF UNIT DESIRED: \_\_\_\_\_ MRU \_\_\_\_\_ KIOSK \_\_\_\_\_ IN-LINE \_\_\_\_\_ OTHER

LEASE TERM: \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

PHONE LINE REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO

IF AVAILABLE DO YOU REQUIRE STORAGE AT ADDITIONAL COST: \_\_\_\_\_ YES \_\_\_\_\_ NO

HAVE YOU EVER HAD A RETAIL BUSINESS BEFORE IN A SHOPPING CENTRE? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF SO, PLEASE LIST THE LOCATION AND DATES:

LOCATION \_\_\_\_\_ DATES \_\_\_\_\_

LOCATION \_\_\_\_\_ DATES \_\_\_\_\_

LOCATION \_\_\_\_\_ DATES \_\_\_\_\_

WHAT TYPE OF BUSINESS DID YOU HAVE? \_\_\_\_\_ MRU \_\_\_\_\_ KIOSK \_\_\_\_\_ IN-LINE \_\_\_\_\_ OTHER

INSPIRED **EVERYDAY**

---

WHAT WERE THE AVERAGE SALES IN YOUR MOST RECENT BUSINESS?

MONTH(S) OF: \_\_\_\_\_ SALES: \$ \_\_\_\_\_

MONTH(S) OF: \_\_\_\_\_ SALES: \$ \_\_\_\_\_

PLEASE LIST BUSINESS REFERENCES THAT MAY BE CONTACTED:

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

GST NUMBER: \_\_\_\_\_

RETURN POLICY: \_\_\_\_\_

MERCHANDISE: \_\_\_\_\_

BRIEFLY EXPLAIN YOUR RETAIL CONCEPT, BUSINESS IDENTITY, AND/OR THEME: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHAT TYPES OF MERCHANDISE WILL YOU SELL? \_\_\_\_\_

\_\_\_\_\_

*(Please attach pictures and/or brochures of your products to the application)*

*Please return this application along with any other additional information you would like to submit in consideration of your proposal for a Retail location at our Shopping Centre.*

**Nathalie Lavergne, Marketing & Specialty Leasing Manager**  
nlavergne@20vic.com or fax: 613.733.7233

INSPIRED **EVERYDAY**

---

INCLUDE BROCHURES OF YOUR PRODUCTS AND/OR PHOTOS OF YOUR BUSINESS  
(ONLY ITEMS THAT WE MAY KEEP ON FILE.)

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_