

# Connecticut Building Vendor Selection Rating Sheet

*Revised March 17, 2016*

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Full-Time Exhibitor \_\_\_\_\_

Part-Time Exhibitor \_\_\_\_\_

**TOTAL SCORE (100 points maximum) :** \_\_\_\_\_

Review the applications based on the following criteria and rating scale:

**40    30    15**  
**pts   pts   pts**

40	30	15
30	22	11
20	14	7
10	6	3
0	0	0

Meets criteria to the highest possible degree – could not be better or more complete.

Meets criteria easily

Meets minimum criteria

Somewhat unacceptable

Thoroughly unacceptable and/or Information not provided

**A. Quality of Application**

- Submitted on-time and complete
- Each application question answered thoughtfully and thoroughly
- Sketch/drawing/photo of proposed exhibit

**Total A (15 points maximum)** \_\_\_\_\_

Comments:

**B. Pertinent Experience**

- History of organization
- Experience at other fairs/show/expositions
- Adequate resources and staff
- Strong letter of recommendation

**Total B (15 points maximum)** \_\_\_\_\_

Comments:

**C. Alignment with the goals of the Connecticut Building**

- Expresses clear understanding of the goals of the Connecticut Building
- Signifies the potential for economic growth and/or expansion of an existing business
- Presenting a quality product and/or service
- Promotes visitation to a business and future purchases

**Total C (40 points maximum)** \_\_\_\_\_

Comments:

**D. Professionalism exhibition space and displays**

- Demonstrates creativity and innovation to enhance image of company, product and/or service
- Exhibit and signage is professional and attractive
- Encourages visitors to stop by, learn, interact
- Proudly Connecticut

**Total D (30 points maximum)** \_\_\_\_\_

Comments:

<b>Total Sections A, B, C, D (100 points maximum)</b> _____
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