

DESIGN BRIEFING SHEET

Exhibitor name:

Contact name:

Email address:

Telephone no.

Mobile no.

Exhibition name:

Exhibition dates:

Venue:

Stand size:

Number of open sides:

Height restriction:

Budget:

Hire or Sale:

What does the budget need to include?

- | | |
|---|---|
| <input type="checkbox"/> Exhibition stand | <input type="checkbox"/> Storage of stand after event |
| <input type="checkbox"/> Graphics | <input type="checkbox"/> Electrics |
| <input type="checkbox"/> Flooring | <input type="checkbox"/> Furniture Hire |
| <input type="checkbox"/> Installation/dismantle | <input type="checkbox"/> Catering (other than on-site services) |

Do you require:

- Platform Floor
Please specify the height required
- 40mm 100mm

What sort of floor covering is required?

- Carpet Vinyl
- Mix / Feature cut-ins

Do you Require:

- Reception Desk
- Welcome Desk
- Bar area
- Walk-in store, or
- Cupboard storage

If a walk-in store, do you require:

- Shelving
- Fridge

Do you require meeting areas:

- Private rooms
- Semi private areas
- Open casual seating areas

Do you require Audio Visual Equipment:

- Plasma's
- LCD's
- Touch screen
- Projection Screens

Do you require:

- Literature holders
- Bag holders

If furniture is required, what style and quantity:

- Stools
- Chairs

What are your key objectives for exhibiting?

What future shows do you have? I.e. is this a one-off event (so better to hire) – or does it need to fit a variety of sizes?

Do you need specific areas for product display? If yes, please give details of product specification etc.

Do you need any specific areas for multimedia/ workstations/ demo's etc?

Are you launching a new product or service at the show and does the stand need to reflect this?

Have you visited our gallery and seen any styles you specifically like/dislike?

Is there anything else not covered in the above which we need to be aware of before starting the stand design?

Notes: