

Notes

1. Name of Exhibition Show; Location; Organisers; start/close Dates
2. Please indicate your stand number and stand dimensions
3. What is the Stand Height Restriction for this event
4. Is it for one-off stand use? If multiple use, please indicate the exhibition programme.
5. Is it a stand-alone site, shell scheme or other
6. Are there any walls to the stand area & which way do they face

**Please tick any of the following if required for your stand design:-**

Stand platform required

Floor covering required, ie carpet, wood flooring, aluminium treadplate etc

Meeting area required within the stand

Is the meeting area required to be private/enclosed/open plan/etc

If storage space is required, indicate the size of space

Is a separate kitchen area required

Would a sink be needed

Do you need to hire any furniture

Would a bar area be required

Please indicate any other stand-fit requirements

**Please indicate your design brief for the following:-**

7. What is the main corporate message/image for the stand
8. How many separate products and services need to be promoted
9. Do you wish to incorporate your own graphics/display cases etc
10. Please indicate the type of exhibits to be displayed
11. Do you require any specific audio/visual presentation facilities
12. Do you require any specific corporate hospitality facilities
13. How many people would be expected on the stand as a minimum, average & maximum
14. Are there any specific materials/finishes required for particular parts of the stand
15. What other stand features would you like to see incorporate ie a canopy ceiling, lighting gantry, columns, reception counter, signage, lighting effects/style, corporate colours etc
16. What is the approx budget to include for the stand design, hire/buy, install & breakdown