

**Request for stand design & production**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** |  | **About the company:** |  |  |
|  | Company name: |  |  |
| Contact Person: |  |  |
| Contact No: |  |  |
| Email: |  |  |
| Web Site: |  |  |
|  |  |  |  |  |
| **2** |  | **Event:** |  |  |
|  | Exhibition name: |  |  |
| Exhibition location: |  |  |
| Exhibition dates: |  |  |
|  |  |  |  |  |
| **3** |  | **Stand area:** |  |  |
|  | Stand Size (length and depth): |  |  |
| Hall No. |  |  |
| Stand No. |  |  |
| Attach hall plan with stand location |  |  |
|  |  |  |  |  |
| **4** |  | **Indicate positions for your stand design: (yes/no/quantity)** |  |  |
|  | - info counter |  |  |
| - meeting rooms (closed/half-closed) |  |  |
| - meeting places (open) |  |  |
| - storage room (shelf, refrigerator, coffee maker, etc.) |  |  |
| - podium for equipment (LxWxH) |  |  |
| - showcase |  |  |
| - LED Screen / TV |  |  |
| - floor: (carpet/ laminate/ raised-floor h = mm) |  |  |
| - suspension structure |  |  |
| - plants |  |  |
|  |  |  |  |  |
| **5** |  | **Elements of design (indicate/attach):** |  |  |
|  | - company’s logo in **ai, cdr, eps** formats |  |  |
| - corporate colors/ pantone / ral or ORACAL |  |  |
| - brand book |  |  |
| - graphic files: existing posters & branding or Product Photos |  |  |
| - colors preferred |  |  |
| - stand style (minimalistic, curvy, semi curve, european, thematic, heavy, light, open…etc..) |  |  |
| - anything from your previous experience that you prefer to repeat in the Design: |  |  |
|  |  |  |  |  |
| **6** |  | **Your product list (name, quantity & LxWxH)** |  |  |
|  |  |  |  |  |
| **7** |  | **Estimated stand budget (Fixed/Lower limit to upper limit)** |  |  |
|  |  |  |  |  |
| **8** |  | **Additional conditions or wishes:** |  |  |