

REQUEST FOR QUOTE

Exhibition Stand Brief

Please complete this brief in as much detail as possible. Our team will use it to prepare an accurate quote and follow up with any questions within two working days.

A. Client Information

COMPANY NAME

WEBSITE

ADDRESS

ESTIMATED BUDGET RANGE

Is this budget? Fixed Flexible

CONTACT PERSON

DEADLINE FOR SUBMISSION

CONTACT NUMBER

EMAIL ADDRESS

B. Stand Information

EXHIBITION NAME

STAND NUMBER

EXHIBITION ADDRESS

STAND LAYOUT

- All Sides Open
- Two Sides Open
- Three Sides Open
- Shell Scheme
- Single Storey
- Double Storey

HALL NUMBER

SUBMISSION DEADLINE

STAND SIZE

STAND HEIGHT

What is your primary objective for this exhibition stand?

- Strong brand visibility
- Experience-led / Interactive
- Clean brand presence
- Other (please specify): _____
- Product-focused display
- Storytelling & visual journey

Will this exhibition space be shared with any other companies or sister companies?

- Yes No

Equal branding for all companies?

Any logo hierarchy required?

- Yes No

- Yes No

ADDITIONAL COMMENTS

What ambience or overall look would you like for your exhibition space?

- Modern & Minimal
- Premium / Luxury
- Corporate & Professional
- Tech / Futuristic
- Playful & Interactive
- Other (please specify): _____
- Warm & Welcoming
- Creative & Artistic
- Bold & High-Impact
- Elegant & Sophisticated
- Classic

C. Stand Requirements

1. Flooring

Which type of flooring would you like for your exhibition stand?

- Wooden flooring
- Wooden parquet
- Wood / Glass combination
- Other (please specify): _____
- Lighted flooring
- Carpet

Raised flooring required?

Wheelchair / accessibility friendly?

- Yes No

- Yes No

2. Reception

Please indicate the required items and quantity for your reception area.

- | | |
|---|---|
| <input type="checkbox"/> Reception counter / desk | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Bar-height counter | <input type="checkbox"/> Chairs / stools |
| <input type="checkbox"/> Lounge seating | <input type="checkbox"/> Meeting table |
| <input type="checkbox"/> High table (standing meetings) | <input type="checkbox"/> Storage inside counter |
| <input type="checkbox"/> Brochure / catalog display | <input type="checkbox"/> Power outlets / charging point |
| <input type="checkbox"/> Other (please specify): _____ | |

3. Catering & Promoters

Will catering be required?

- Yes No

If yes, number of days:

Will promoters be required?

- Yes No

Number of promoters:

Number of days:

- Other (please specify): _____

4. Participation & Work Stations

Which facilities do you require in your Participation / Demo area?

- | | |
|--|---|
| <input type="checkbox"/> Demo tables / product display | <input type="checkbox"/> Small counters |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> LED screen (specify size) |
| <input type="checkbox"/> Interactive displays / touchscreens | <input type="checkbox"/> Floor space for visitor movement |
| <input type="checkbox"/> Safety / protective barriers | <input type="checkbox"/> Signage / instructions |
| <input type="checkbox"/> Other (please specify): _____ | |

5. Meeting Rooms

What facilities do you require in your meeting area?

- | | |
|--|--|
| <input type="checkbox"/> Open meeting space | <input type="checkbox"/> Semi-private / private meeting room |
| <input type="checkbox"/> VIP conference seating | <input type="checkbox"/> High tables |
| <input type="checkbox"/> Stools | <input type="checkbox"/> Sofas |
| <input type="checkbox"/> Coffee table | <input type="checkbox"/> Meeting tables |
| <input type="checkbox"/> Executive chairs | <input type="checkbox"/> Power outlets for laptops |
| <input type="checkbox"/> Whiteboard / screen / LED display | <input type="checkbox"/> Storage for documents / giveaways |
| <input type="checkbox"/> Other (please specify): _____ | |

Maximum people per meeting:

6. Audio Visual & Sounds

Which technology or interactive features would you like to include in your stand?

- LED screen (specify size)
- TV / monitor screen
- Digital signage
- Other (please specify): _____
- Video wall (number of panels / size)
- Seamless LED wall
- Projection screen / projector

7. Branding & Graphics

What type of graphics or visual branding would you like to include?

- Light box systems
- Free-standing graphics
- Other (please specify): _____
- Hanging banners

8. Logos

How would you like your logo to be produced and displayed on the exhibition stand?

- Sticker cut-out
- 3D cut-out
- Other (please specify): _____
- 3D back-lit
- 3D lit

9. Pantry & Refreshment

Do you need a pantry?

- Yes No

Staff-only access required?

- Yes No

Which facilities do you require in your Pantry / Refreshment area?

- Small counter / serving area
- Coffee / beverage station
- Trash / recycling bin
- Other (please specify): _____
- Water dispenser
- Mini fridge
- Storage for supplies

10. Storage Area

Do you need a storage area?

- Yes No

Which facilities do you require in your storage area?

- Lockable storage cabinet
- Space for spare equipment / AV accessories
- Other (please specify): _____
- Shelving for brochures / merchandise

11. Displays, Machines & Products

Are there machines or products to be featured in the stand?

Yes No

If yes, please describe (type, dimensions, weight, power requirements):

12. Colour Scheme

Please indicate your preferred colour direction for the overall stand design.

+ Additional Requirements

If you have any additional requirements not covered above, please indicate below.