

Exhibition Stand Design Brief Form

This form is intended to help you compile information that we need to make your stand design. This information ensures that we understand what you need your exhibition stand to achieve, and will lead to a more creative and bespoke design. If you already have a comprehensive brief you may wish to use this form as a check list.

I. Client Details:

1 Contact Name:	
2 Job Title:	
3 Company Name:	
4 Address:	

5 Email Address:	
6 Website:	
7 Telephone No:	
8 Fax No:	

II. Show Details:

1 Show Details:	
2 Show Dates:	
3 Stand Number:	

4 Date Design Required:	
5 Venue Details:	
6 Organisers Details:	
7 Organisers Phone No:	

III. Stand Details:

1 Stand Dimensions: sqm (e.g 6x6m = 36sqm)

(Please supply additional sketched plan view if possible or advise whether back wall only, back wall and right wall or back wall and left wall - as you look at the stand).

2 Do you have a hall plan (layout site plan)? (Please supply if YES)

3 Are there any maximum height restrictions? If Yes please detail:

4 Is there anything on the stand which needs to be hidden, such as pillars?

5 Are there any specific colors that should be used or avoided in the design?

6 Do you have Brand Guidelines, Graphics Material or Electronic brochures that you like included in the design?

IV. Stand Requirements:

1 Sales / Presentation Area	(Yes / No)	Additional info:	
2 Office Area	(Yes / No)	Additional info:	
3 Storage Area	(Yes / No)	Additional info:	
4 Hospitality / Bar Area	(Yes / No)	Additional info:	
5 Discussion / Meeting Area	(Yes / No)	Additional info:	
6 Furniture requirements	(Yes / No)	Additional info:	
7 Audio Visual Requirements	(Yes / No)	Additional info:	
8 Lighting Preferences	(Yes / No)	Additional info:	
9 Showcases	(Yes / No)	Additional info:	
10 Literature Dispensers	(Yes / No)	Additional info:	
11 Flooring/Raised 10cm Platform	(Yes / No)	Additional info:	
12 Floor Covering Carpet Only	(Yes / No)	Additional info:	

VI. Additional Information:

Please tell us if you have other special requirement for the stand.

Note : Please send back to our email after you finished fill-out this form. denny_tindo@yahoo.com