

Design Briefing Sheet

Exhibitor Name

Date

Contact Name:

Venue:

Tel. Number:

Exhibition Name:

Email Address:

Exhibition Date:

Budget: £

Stand Hire

Stand Purchase

Stand size metres X metres

D4M stands are very cost effective to hire compared to other types of stand constructions. If purchased outright, you make significant saving from the third time that they are used.

Height restriction

Number of open sides

What does the budget need to include:

Exhibition stand

Storage of stand after event

Graphics

Electrics

Flooring

Furniture hire

Installation / Dismantle

Catering (other than on-site service)

Do you require:

Platform Floor

Do you require meeting areas:

Private rooms

Semi private area

Please specify the height required

40mm

100mm

Open low-High casual seating area

What sort of floor covering is required:

Carpet

Vinyl

Do your require Audio Visual Equipment:

LCD TV

Touch Screen Kiosk

Projector

Secure iPad

Digital Signage

DVD Player

Do you require:

Welcome Desk

Walk-in store

Do you require:

Literature holder

Bag holders

Reception Desk

Cupboard storage

Do you require furniture

Bar Area

If furniture is required, what style and quantity

If a walk-in store, do you require:

Shelving

fridge

Details

Drink facilities

Catering facilities

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What are your key objectives for Exhibiting?

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

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

Are you launching a new product or services 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 process?