

# Exhibition Design Briefing Form

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
- Graphics
- Flooring
- Installation / Dismantle

- Storage of stand after event
- Electrics
- Furniture hire
- Catering (other than on-site service)

Do you require:

- Platform Floor

Please specify the height required

- 40mm
- 100mm

What sort of floor covering is required:

- Carpet
- Vinyl

Do you require:

- Welcome Desk
- Reception Desk
- Bar Area
- Walk-in store
- Cupboard storage

If a walk-in store, do you require:

- Shelving
- Drink facilities
- fridge
- Catering facilities

Do you require meeting areas:

- Private rooms
- Semi private area
- Open low-High casual seating area

Do your require Audio Visual Equipment:

- LCD TV
- Secure iPad
- Touch Screen Kiosk
- Digital Signage
- Projector
- DVD Player

Do you require:

- Literature holder
- Bag holders

**Do you require furniture**

If furniture is required, what style and quantity

Details

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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?**