



the event partnership

exhibition • events • design • build

Tel: 01845 574627 / **email:** info@tepuke.net / www.tepuke.net

STAND DESIGN BRIEF

Please print, complete and return to us either as a scan attached to an e-mail, by fax or by post. Please provide as much relevant additional information as possible, including venue details, corporate literature, images of previous exhibition stands etc.

Client Details:

Contact Name :	<input type="text"/>	Email address:	<input type="text"/>
Job Title :	<input type="text"/>	Website :	<input type="text"/>
Company Name :	<input type="text"/>	Telephone No. :	<input type="text"/>
Address :	<input type="text"/>	Fax No. :	<input type="text"/>

Do you have a set budget for this stand?:

If so, what is your budget?	<input type="text"/>
Is it for this show only? (please detail if not)	<input type="text"/>

What does this need to cover? (eg., stand structure only or other items such as design and production of graphics, flooring, installation/dismantling, services, etc.)

Show Details:

1st Show Date :	<input type="text"/>	Date Design Required:	<input type="text"/>
Show Name :	<input type="text"/>	Venue Name :	<input type="text"/>
Stand Number :	<input type="text"/>	Organisers Name :	<input type="text"/>
Organisers Telephone No. :	<input type="text"/>		

Stand Details:

Stand Dimensions :

(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).

Do you have a hall plan ? Yes No Have you booked - Shell Scheme Space Only

Are there any height restrictions ? Yes No If Yes please detail :

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

Stand Requirements:

Sales/Presentation Area Yes No Additional Info:

Office Area Yes No Additional Info:

Storage Area Yes No Additional Info:

Hospitality/Bar Area Yes No Additional Info:

Discussion Area Yes No Additional Info:

Furniture Yes No Additional Info:

Audio Visual Requirements Yes No Additional Info:
(eg plasma screens/pc's)

Lighting Preferences Yes No Additional Info:

Showcases Yes No Additional Info:

Shelving Yes No Additional Info:

Floral Requirements Yes No Additional Info:

Literature Dispensers Yes No Additional Info:

Raised Platform (Specify finish) Yes No Additional Info:

Floor Covering only Yes No Additional Info:

Wheelchair ramp Yes No Additional Info:

Transit Cases Yes No Additional Info:

Additional Information :

What are your reasons for attending this show and which particular products/services are you looking to promote?
(Please supply as much product information as possible, including dimensions, weights, etc.)

Do you have any other shows planned within the next 12-18 months?

What was your last stand like? What worked well for you? What did you like about it?

What styles of exhibition stand do you like/not like?

What image should your stand portray? Would you like it to have a particular feel or theme?

What are the most important messages/images that you would like to get across in the time it could take someone to walk past your stand?

Would you be interested in hearing about 'crowd puller' ideas such as professional sales entertainers?

Do you have any specific graphic material/company logos etc. that you would like included in the stand design?
Have you attached these images or can you advise us where we can get them from?

Are there any specific colours we should use or avoid on your design?

Are there any other details you would like us to be aware of/include?

Please supply a separate sketch, if possible, of any ideas you have on layout etc.

