

**EXHIBITION BRIEF FORM**



DATE .....

COMPANY	NAME .....			
	CONTACT	NAME	MOBILE	EMAIL
	WEBSITE .....			

EXHIBITION	NAME .....	DATE .....
	VENUE .....	CITY .....

STAND	STAND & HALL NO.		SIZE (W x D)	
	TYPE OF BOOKING	BARE SPACE <input type="checkbox"/>	SHELL SCHEME <input type="checkbox"/>	NO. OF SIDES OPEN
	DESIRED NAME ON FASCIA		MAX. HEIGHT ALLOWED	

DESIGN CONSIDERATION	DESIGN DIRECTION- PREMIUM <input type="checkbox"/> HI-TECH <input type="checkbox"/> CONTEMPORARY <input type="checkbox"/> MODERN <input type="checkbox"/> THEMATIC <input type="checkbox"/> LESS CLUTTERED & SPACIOUS <input type="checkbox"/> ELEGANT <input type="checkbox"/> COST EFFECTIVE <input type="checkbox"/>
	COMMUNICATION / MESSAGE TO T.G. (YEARS IN BUSINESS / SERVICES / PRODUCTS / STRENGTHS / VALUES) .....
	ANY EXPERIENCE THAT YOU WOULD LIKE TO RETAIN OR AVOID .....

ATTACHMENTS	FLOOR PLAN <input type="checkbox"/> EXHIBITOR MANUAL <input type="checkbox"/> COMPANY BROCHURE <input type="checkbox"/> PRODUCT PHOTOS <input type="checkbox"/> PHOTOS OF PREVIOUS STANDS <input type="checkbox"/>
	OTHER REFERENCE <input type="checkbox"/>

PRODUCT DISPLAY	NAME	QTY	DIMENSIONS (mm)	WEIGHT (kg)	ARRANGEMENT (eg. PODIUM, SHELF, SHOWCASE, FLOOR etc.)	
	TOTAL NO. OF PRODUCT ON DISPLAY			ACCESS TYPE	CLOSE <input type="checkbox"/>	SEMI CLOSE <input type="checkbox"/>

FLOORING	ELEVATED PLATFORM	YES <input type="checkbox"/>	NO <input type="checkbox"/>	SPECIFY HEIGHT IF OTHER THAN STANDARD SIZE (100 mm) .....	
	FLOOR PREFERENCE	CARPET <input type="checkbox"/>	WOODEN PARQUETTE <input type="checkbox"/>	TILE <input type="checkbox"/>	OTHER <input type="checkbox"/>
	COLOR PREFERENCE				

STRUCTURES		YES / NO	REMARKS
	MEZZANINE		
	TOP FASCIA		
	INFORMATION DESK / RECEPTION		
	CONFERENCE		CLOSED <input type="checkbox"/> SEMI CLOSED <input type="checkbox"/> OPEN <input type="checkbox"/>
	STORAGE		
	PANTRY		
OTHER			

FINISH	PAIN <input type="checkbox"/>	LAMINATE <input type="checkbox"/>	WALLPAPER <input type="checkbox"/>	FLEX MOUNTED <input type="checkbox"/>	OTHERS (PLEASE SPECIFY) <input type="checkbox"/>
	TYPE	ELEGANT <input type="checkbox"/>	VIBRANT <input type="checkbox"/>	SUTTLE <input type="checkbox"/>	
	COLOR THEME				

ELECTRICAL	POWER SOCKETS	UTILITY		TYPE		QUANTITY	
		MOBILE / LAPTOP CHARGING / OTHERS		--			
		FOR MACHINES / EQUIPMENT / OTHERS		5 AMPS. <input type="checkbox"/>	15 AMPS. <input type="checkbox"/>		
	PREFERRED LIGHTING COLOR	WHITE <input type="checkbox"/> WARM WHITE <input type="checkbox"/> YELLOW <input type="checkbox"/>					
SPECIAL LIGHTS, IF ANY							

FURNITURE & ACCESSORIES		YES / NO	QTY	SPECIFICATION, IF ANY
	DISCUSSION TABLE			
	STANDING DISCUSSION TABLE			
	CHAIRS			
	BAR CHAIRS			
	SOFA SET			
	CENTRE TABLE			
	CATALOGUE STAND			
	REFRIGERATOR			
	TEA / COFFEE MACHINE			
	WATER DISPENSER			
	OTHERS			

AUDIO VISUAL & ACCESSORIES		YES / NO	QTY	SPECIFICATION, IF ANY
	LED TV			
	VIDEO / LED WALL			
	PROJECTOR			
	SPEAKERS			
	LAPTOP / DESKTOP			
	CCTV CAMERAS			
	CARD SCANNER			

BRANDING SPECIFICATIONS		YES / NO	QTY	TYPE (REGULAR / BACKLIT)	MATERIAL(FLEX / VINYL)
	POSTER / BANNER				
	WALL GRAPHICS				
	FLOOR GRAPHICS				
	MAIN LOGO BRANDING PREFERENCES				
STICKER <input type="checkbox"/> EMBOSSED NON LIT <input type="checkbox"/> EMBOSSED LIT <input type="checkbox"/> STENCIL <input type="checkbox"/> OTHER.....					

MISC.	.....
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BUDGET	.....
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FOR OFFICE USE	SALES REPRESENTATIVE.....	
	INCOMING DATE.....	OUTGOING DATE.....
	SIGNATURE.....	