

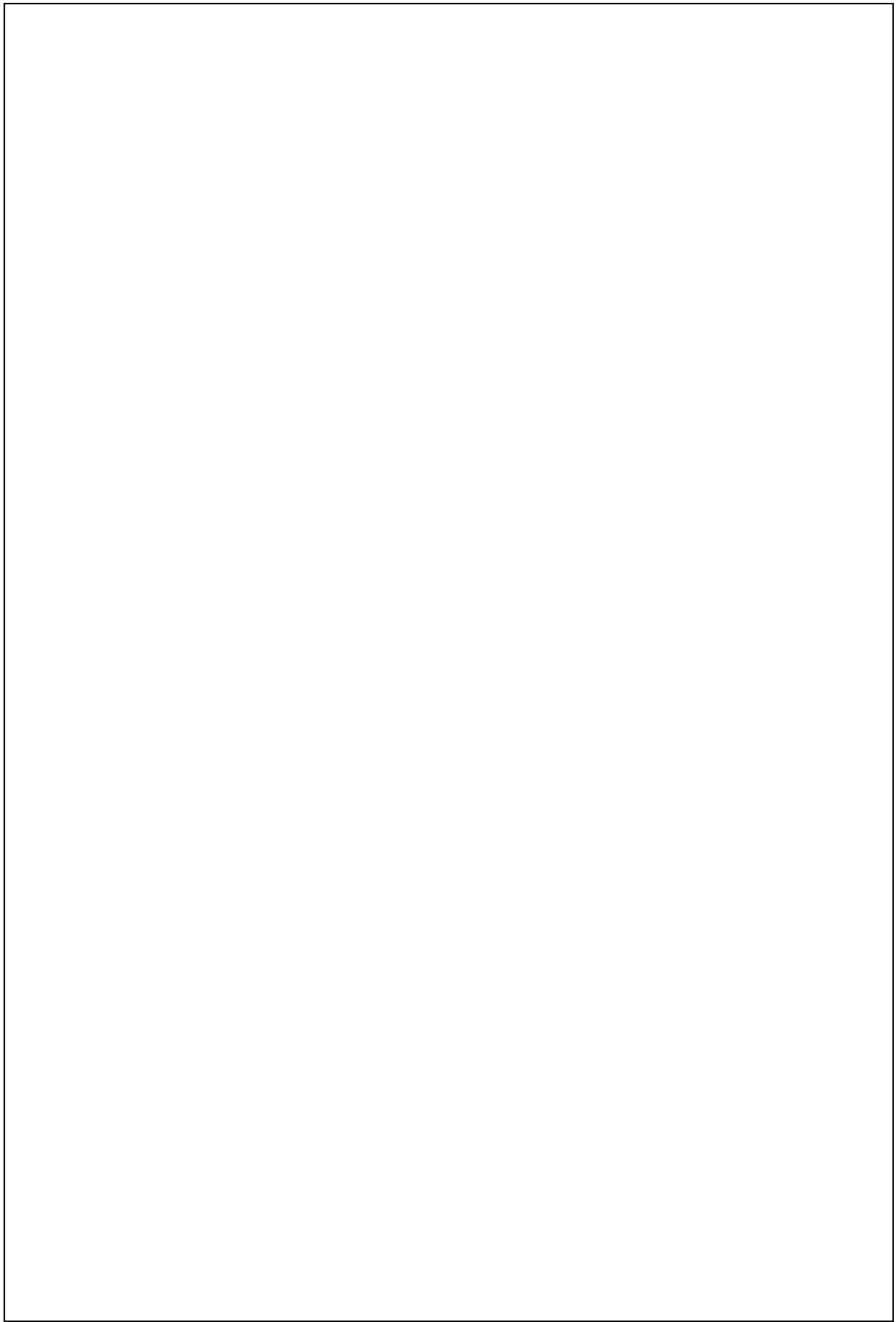
# DESIGN BRIEF –

CLIENT -		SHOW -	
STAND SIZE -		SHOW DATES -	
OPEN ON No. SIDES		STAND No. –	
WHICH SIDES are open – draw in box marking where walls are		HALL -	

## Brief –

- What is the purpose of the stand?
- Do you require shelving for product(s)?
- What size is/are the product(s)?
- What weight is/are the product(s)?
- Do any of your products require power if yes how much?
- Do you require hospitality on the stand?
- What level of hospitality? – Credenza unit, Bar, Hostesses
- What audio visual equipment do you require if any?
- Do you require internet?
- Do you require Water and Waste?
- Do you require a hanging banner? (PLEASE NOTE THESE ARE FAIRLY EXPENSIVE)
- Do you have a requirement for a meeting area? Enclosed or Open?
- Do you require general seating on the stand?
- Are there any brand guidelines that need to be followed?
- What is the budget for the stand?
- If you have login details for the show / exhibitor manual please ensure we have them.
- If you have a floor plan of your stand showing its location within the hall please share this as well.

PLEASE ANSWER THE ABOVE QUESTIONS BELOW AND ON AS MANY SHEETS AS YOU NEED THE MORE INFORMATION WE HAVE THE BETTER WE WILL BE ABLE TO DESIGN TO YOUR REQUIREMENTS AND BUDGET.



SIGNED:-

DATE:-