

Design Briefing Sheet

<i>Exhibitor name</i>	
<i>Contact name</i>	<i>Email address</i>
<i>Telephone no.</i>	<i>Mobile no.</i>

<i>Exhibition name</i>	
<i>Exhibition dates</i>	<i>Venue</i>
<i>Stand size</i>	<i>Number of open sides</i>
<i>Height restriction</i>	<i>Budget</i>
<i>Hire or Sale</i>	<i>Linx stands are very cost effective to hire compared to other types of stand construction. If purchased outright, you make significant savings from the third time that they are used</i>

What does the budget need to include?

<input type="checkbox"/> <i>Exhibition stand</i>	<input type="checkbox"/> <i>Storage of stand after event</i>
<input type="checkbox"/> <i>Graphics</i>	<input type="checkbox"/> <i>Electrics</i>
<input type="checkbox"/> <i>Flooring</i>	<input type="checkbox"/> <i>Furniture Hire</i>
<input type="checkbox"/> <i>Installation/dismantle</i>	<input type="checkbox"/> <i>Catering (other than on-site services)</i>

<p><i>Do you require:</i></p> <p><input type="checkbox"/> <i>Platform Floor</i> <i>Please specify the height required</i></p> <p><input type="checkbox"/> <i>40mm</i> <input type="checkbox"/> <i>100mm</i></p> <p><i>What sort of floor covering is required?</i></p> <p><input type="checkbox"/> <i>Carpet</i> <input type="checkbox"/> <i>Vinyl</i></p> <p><input type="checkbox"/> <i>Mix / Feature cut-ins</i></p> <p><i>Do you Require:</i></p> <p><input type="checkbox"/> <i>Reception Desk</i></p> <p><input type="checkbox"/> <i>Welcome Desk</i></p> <p><input type="checkbox"/> <i>Bar area</i></p> <p><input type="checkbox"/> <i>Walk-in store, or</i></p> <p><input type="checkbox"/> <i>Cupboard storage</i></p> <p><i>If a walk-in store, do you require:</i></p> <p><input type="checkbox"/> <i>Shelving</i></p> <p><input type="checkbox"/> <i>Fridge</i></p> <p><input type="checkbox"/> <i>Drink facilities</i></p> <p><input type="checkbox"/> <i>Catering facilities</i></p>	<p><i>Do you require meeting areas:</i></p> <p><input type="checkbox"/> <i>Private rooms</i></p> <p><input type="checkbox"/> <i>Semi private areas</i></p> <p><input type="checkbox"/> <i>Open casual seating areas</i></p> <p><i>Do you require Audio Visual Equipment:</i></p> <p><input type="checkbox"/> <i>Plasma's</i></p> <p><input type="checkbox"/> <i>LCD's</i></p> <p><input type="checkbox"/> <i>Touch screen</i></p> <p><input type="checkbox"/> <i>Projection Screens</i></p> <p><input type="checkbox"/> <i>DVD's</i></p> <p><i>Do you require:</i></p> <p><input type="checkbox"/> <i>Literature holders</i></p> <p><input type="checkbox"/> <i>Bag holders</i></p> <p><i>If furniture is required, what style and quantity:</i></p> <p><input type="checkbox"/> <i>Stools</i></p> <p><input type="checkbox"/> <i>Chairs</i></p> <p><input type="checkbox"/> <i>Sofa</i></p>
---	--

Design Briefing Sheet

What are your key objectives for exhibiting?

What future shows do you have? I.e. is this a one-off event (so better to hire) — or does it need to fit a variety of sizes?

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

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

Are you launching a new product or service 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?

Design Briefing Sheet



Notes: