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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 information as possible, including venue details, corporate literature, images of previous exhibition stands etc.

Client Details:

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

What is the budget figure you would like us to work to for this stand?

Is it for this show only ?
(please detail if not)

Show / Stand Details:

Show Name:	<input type="text"/>	Show Date:	<input type="text"/>
Stand Number:	<input type="text"/>	Show Venue:	<input type="text"/>
Stand Size:	<input type="text"/>		

If you have a hall plan please attach

Stand Requirements:

Client Objectives: (example: networking, new product launch, networking etc)

Stand Structure: (look / feel i.e. contemporary, conservative, futuristic, modern, whacky / far-out etc)
(height (double deck) , style, shape, ceiling etc)



Finish / Materials: (metal, glass, chrome, fabrics etc)

Product: (type, number, size etc)

Office / Meeting Area: (to seat how many people ? type and number of equipment / furniture required)

Storage Area: (size)

Kitchen: (sink, fridge, coffee, water & waste etc)

Sales / Demo Area: (counter, work station, separate room etc)

Hospitality / Bar: (size, counter , furniture etc)

Audio Visual Equipment: (plasma screens, pc/s, pa system etc)



Graphics: (images, text, banners, light boxes etc)

Identity: (logo, brand names, colours etc)

Furniture: (style, colour, number etc)

Floor: (raised platform, finish i.e. carpet type, wood vinyl, colour etc)

Services: (power required, water & waste, lighting, telecoms etc)

Working Aids: (literature racks, floral, showcase etc)

Additional Information:



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

What was your last stand like ? (what did you like / dislike) do you have a photo / image you can send ?

What are the most important messages / images you would like on the stand ?

Would you like a particular feel or theme to the stand ?

Do you have any graphic material / company logos etc (have you attached these ? please advise where we can get them)

What colours should we use or avoid ?

Any other details we should consider ?

Thank you for requirements, we look forward to submitting a proposal and hopefully working with you on this project.