



the international exhibit people™

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Client/Exhibitor:	
Contact:	
Email:	
Tel:	
Website:	

CUSTOM EXHIBIT REQUEST FOR INFORMATION

No contract will result from responding to this RFI, the purpose of which is strictly to gain knowledge of Client/Exhibitor intentions and needs, and the submission of a completed RFI does not constitute any commitment by the Client/Exhibitor, or by B-FOR to provide proposals or services.

Event:	
Location:	Dates:
Budget/Price Range:	

EXHIBIT BOOTH SPECIFICATIONS

Booth Number/Location:	Booth Size (m x m):
Booth Configuration:	<input type="checkbox"/> Island (4x Open Sides) <input type="checkbox"/> Peninsula (3x Open Sides) <input type="checkbox"/> Corner (2x Open Sides) <input type="checkbox"/> In-line (1x Open Side)
	<input type="checkbox"/> Single-level <input type="checkbox"/> Multi-level (double decker)

EXHIBIT THEME

Client/Exhibitor Corporate Marketing Profile:

Colors: Main: Accent color(s):

Corporate marketing objectives/mission statement:

Exhibiting objectives:

Exhibit target audience:

Exhibited/promoted products/services:

Company/products/services USPs:

Key message(s):

Strengths & weaknesses of past exhibits:

Corporate marketing style manual, incl. color scheme, logo, tagline, font, etc.:

(Attach or URL):

Company marketing material samples:

(Attach or URL):

EXHIBIT BOOTH DETAILS				
<input type="checkbox"/> Raised floor	<input type="checkbox"/> Carpeting - color:	<input type="checkbox"/> Padding	<input type="checkbox"/> Wood laminate - color:	
<input type="checkbox"/> Dedicated Wi-Fi		<input type="checkbox"/> Special lighting		
Display/Demonstration Open Areas:				
<input type="checkbox"/> Products/Equipment to be displayed - dimensions, special requirements:				
<input type="checkbox"/> Display case, high - quantity:		<input type="checkbox"/> Display case, low - quantity:		
<input type="checkbox"/> Wall shelf - quantity:		<input type="checkbox"/> Literature rack - quantity:		
<input type="checkbox"/> Reception desk/Information counter		<input type="checkbox"/> Bar stool - quantity:		
<input type="checkbox"/> Coffee table, low - quantity:		<input type="checkbox"/> Chair, low - quantity:		
<input type="checkbox"/> Meeting table - quantity:		<input type="checkbox"/> Meeting table chair - quantity:		
<input type="checkbox"/> Flat screen	<input type="checkbox"/> Size:	Media provided (DVD, USB stick, etc.):		
<input type="checkbox"/> Audio/Sound system	<input type="checkbox"/> Power outlet	<input type="checkbox"/> 24 hours	<input type="checkbox"/> Special power:	<input type="checkbox"/> Compressed air
<input type="checkbox"/> Other requirements:				
Décor & Graphics:				
<input type="checkbox"/> Graphics provided	<input type="checkbox"/> Back-lit	<input type="checkbox"/> Front-lit		
<input type="checkbox"/> Overhead branding	<input type="checkbox"/> Hanging	<input type="checkbox"/> Rugged		
<input type="checkbox"/> Green plants	<input type="checkbox"/> Other requirements:			
Meeting Areas:				
<input type="checkbox"/> Meeting room		<input type="checkbox"/> Meeting table - quantity:		
<input type="checkbox"/> Lockable door		<input type="checkbox"/> Number of chairs per table:		
<input type="checkbox"/> TV/AV	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Water cooler	<input type="checkbox"/> Power outlet	<input type="checkbox"/> 24 hours
<input type="checkbox"/> Other requirements:				
Bar/Kitchen Areas:				
<input type="checkbox"/> Bar counter		<input type="checkbox"/> Bar stool - quantity:		
<input type="checkbox"/> Coffee maker		<input type="checkbox"/> Refrigerator		
<input type="checkbox"/> Water cooler		<input type="checkbox"/> Sink with hot & cold water		
<input type="checkbox"/> Work bench	<input type="checkbox"/> Shelving	<input type="checkbox"/> Power outlet	<input type="checkbox"/> 24 hours	
<input type="checkbox"/> Other requirements:				
Storage Areas:				
<input type="checkbox"/> Storage space	<input type="checkbox"/> Shelving	<input type="checkbox"/> Coat hanger	<input type="checkbox"/> Lockable door	
<input type="checkbox"/> Other requirements:				
<input type="checkbox"/> Other requirements/additional information:				

Please complete as much as possible, save and return to creative@b-for.com