

DESIGN BRIEFING SHEET



Exhibitor name	
Contact name	Email address
Telephone no.	Mobile no.

Exhibition name	
Exhibition dates	Venue
Stand size	Number of open sides
Height restriction	Budget
Hire or Sale	<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"/> Exhibition stand	<input type="checkbox"/> Storage of stand after event
<input type="checkbox"/> Graphics	<input type="checkbox"/> Electrics
<input type="checkbox"/> Flooring	<input type="checkbox"/> Furniture Hire
<input type="checkbox"/> Installation/dismantle	<input type="checkbox"/> Catering (other than on-site services)

Do you require:

- Platform Floor
Please specify the height required
- 40mm 100mm

What sort of floor covering is required?

- Carpet Vinyl
- Mix / Feature cut-ins

Do you Require:

- Reception Desk
- Welcome Desk
- Bar area
- Walk-in store, or
- Cupboard storage

If a walk-in store, do you require:

- Shelving
- Fridge
- Drink facilities
- Catering facilities

Do you require meeting areas:

- Private rooms
- Semi private areas
- Open casual seating areas

Do you require Audio Visual Equipment:

- Plasma's
- LCD's
- Touch screen
- Projection Screens
- DVD's

Do you require:

- Literature holders
- Bag holders

If furniture is required, what style and quantity:

- Stools
- Chairs
- Sofa

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?

Notes: