Stand brief form



Company Details

Company Name	
Industry	
Web address	

Show Details

Show name	
Stand no.	
Show dates	
Stand dimensions (inc. no. of open sides)	
Build up dates	
Break down dates	
Space type	Shell Scheme Space Only Other (please specify below)
Are you looking for flexibility?	Yes No
Are you looking for re-usability?	Yes No
How do you want to manage your stand?	Self Guardian Display
How often do you exhibit?	Once a year 2-5 times a year More than 6 times a year



Stand Purpose

Brand Awareness	Awareness & Sales	Awareness & Demo
Demo & Sales	Demo	Product Sales

Stand Requirements

	Provided by client	Provided by GDisplay	
Carpet			
Electrics			
Product Display			
AV			
Artwork			
Furniture			
Payment Equipment			
Hospitality			
Staff Room			
Store Room			
Other (please specify)			

Graphics

Provided by

Client

Guardian Display

Please supply any graphics you would like to see on your stand visual, including logo, copy, images etc.



General Requirements

Colour Scheme	
Theme	
Detailed Description	

Budget

Please give details of budget range

Other

Who are you hoping to meet at the event? (Job titles/Industries/Specific Companies)			
Do you have a target for the number of leads that you hope to generate?			
Is that target more, less or the same as last time? (if they exhibited last time)	Yes	No	
Have you increased your stand size from the last show? If yes, why is that?	Yes	No	
Do you need an internet connection?	Yes	No	



How many people will be working on your stand?

Notes

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