**Design Briefing Document**

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| --- | --- |
| **Information required:** | **Your response:** |
| Company Name |  |
| What brand names will be used on the stand? |  |
| Company website |  |
| Name of Exhibition |  |
| Exhibition Venue |  |
| Exhibition Dates |  |
| Stand size |  |
| Stand Number |  |

Exhibition Details:

Stand Details:

|  |  |
| --- | --- |
| **Do you require any of the following on your stand?** | **Yes / No / Further Details:** |
| Storeroom |  |
| Reception Desk |  |
| Bar |  |
| Information seating areas / lounge |  |
| Meeting Room (private / enclosed) |  |
| Meeting Area (semi-private) |  |
| Presentation space / theatre |  |
| Any requirements for a television? |  |
| Display of any specific products?  *If so, what size are they and how do they need to be displayed?* |  |
| Anything else? |  |

|  |  |
| --- | --- |
| What is the budget for the stand design and build? *(Specify the currency)* | **£** |

Check List:

|  |  |
| --- | --- |
| **Question** | **Tick when sent / advised.** |
| Do you have any brand guidelines, corporate materials, brochures, logos, fonts, or imagery?  Please provide details and send me anything applicable to the brand or exhibition messages. |  |
| Please send me a copy of the show floorplan if you have one |  |

Finally:

Please note below any ideas you might have in terms of design (if any), or anything which has worked particularly well for you in previous stand designs: