

**EXHIBITION STALL - BRIEF SHEET**

<b>COMPANY DETAILS</b>	
1. Company Name	
2. Contact Person	
3. Contact No	
4. Email Id	
5. Web Site	
<b>STALL DETAILS</b>	
1. Exhibition Name	
2. Hall No. & Stall No	
3. Stall Size with Dimensions	
4. No. of sides open	
5. Floor-Plan	
<b>DESIGN BRIEF</b>	
1. A few insights about your company	
2. The products you sell or services you provide	
3. Describe the company using five or ten words (i.e. young, vibrant, technology based etc) ?	
4. What are you trying to achieve at this exhibition - brand promotion, sales, etc?	
5. What are you exhibiting - machinery, products (large or small), services etc?	

6. How will you operate the exhibition stall - by demos, visual with literature or a/v etc?	
7. How many of your staff will be working on the exhibition stall at any one time?	
8. Any particular color scheme for the stall	
<b>REQUIREMENTS</b>	
1. Do you require Reception Desk, Business Card Bowl, Visit1ors Book	
2. Do you require hostess	
3. How many discussion areas? Open or Closed	
4. How many Storage / Pantry Area	
5. Do you require TV / LED Wall / Digital Signage	
6. How many Display Products / Machines (Mention their sizes in annexure enclosed)	
7. How many Brochure Stands do you require	
8. Do you require logistic service during the expo	
9. Do you require any media publication for the expo	
10. Do you need any invitaton designed for the expo	
<b>BUDGET FOR THE STALL DESIGN &amp; CONSTRUCTION</b>	Rs.

PRODUCT NAMES AND SIZES

S.No.	Product Name	Length	Width	Height	Dia	Weight
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

*If any other please specify details:*