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| **Tender for the construction of an exhibition stand** |
| **Customer information** |
| Name of company |  |
| The contact person |  |
| Your phone, E - mail , website |  |
| Kind of activity |  |
| **Information about the exhibition** |
| Exhibition name |  |
| Venue (pavilion no., hall no., stand no.),height of the pavilion. |  |
| Exhibition date |  |
| Dates for installation and dismantling |  |
| Purpose of participation in the exhibition |  |
| **Exhibition stand information** |
| Estimated stand budget |  |
| Total stand area |  |
| Stand dimensions | Depth |   | meters | Width |  | meters |
| Stand configuration |  |
| Stand height |  |
| Stand number of floors |  |
| **Division of stand area** |
| Utility room ( sq.m. , equipment, household appliances) |  |
| Open meeting area (number, number of people, furniture) |  |
| Closed meeting area (number, number of people, furniture) |  |
| Products on display (number of exhibits, their dimensions) |  |
| **Stand elements** |
| Flooring |  |
| Availability of showcases, lightboxes , and other elements (number, sizes, mounting of exhibits) |  |  |  |  |
| Information desks (quantity, how many workstations they are designed for) |  |
| Suspended structures |  |
| **Stand design** |
| Corporate colors |  |
| Logos and trademarks presented at the stand, slogans |  |
| Your wishes for the stand style |   |
| Your wishes for stand design |  |
| **Electrical equipment of the stand** |
| Availability of office equipment (printer, scanner, copier) |  |
| Exhibits requiring electrical connection in pieces | Sockets 220 Volt |  | 380 volt sockets |  |
| Your wishes for stand lighting |  |
| **Additional Information** |
| Tender for stand design – number of participants |  |
| Project deadline |  |
| Deadline for making a decision |  |

Required applications:

-Location of the stand in the pavilion (seating arrangement).

-Logo, slogan, corporate font – in vector format ( ai , cdr , eps ).

-List of exhibits with dimensions.

-Photos/posters that should be used in the project.

-If possible, photos of previous stands.