|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.