

Orange Media Group Exhibition Stand Design Brief Sheet Checklist

Name of Client	
Budget	
name of Show	
Dates of Show	
Show Venue & Location	
Stand No	
Stand Size	
No of open sides	

Purpose of Stand
Please provide details

Modular or Custom Stand Design
Please provide details

Any existing elements to be incorporated?
Please provide details

Do you want to Hire or Purchase the stand?

Do you require a raised Platform?			
38mm		50mm	100mm
None - direct to hall floor			
What type of Floor Cover do you prefer?			
Vinyl			
Carpet			
Other (please state)			
Other floor details			
e.g. edge lit? Split level? Please provide details			
Do you require a Reception/Welcome Desk/Area?			
Please provide details			
Do you require Meeting Room(s)/Area(s) on the stand?			
Please provide details			
What sort of furniture do you require for the meeting area(s)?			
	Qty	Private?	Notes
Low Coffee Table			
Tub chairs @ each table			
Desk Height Tables			
Chairs @ each table			
Bistro Tables			
Tall Stools @ each table			

Other Furniture requirements?				
	Qty	Client's own?	Hire?	Notes
Literature Stand				
Carrier Bag Holder				
Counter				
Other? Please list below				
Do you require a Bar?				
Purpose? (this will determine size)				
To serve drinks only? Hot or cold?				
Do you require a fridge? On stand?				
Please provide details of what needs to be stored in fridge				
Do you require any other Catering?		Yes	No	
Please provide details				
Do you require Water/Waste?		Yes	No	
Where to?				
Do you require on stand storage		Yes	No	Lockable?
walk in?				
cupboards around stand?				
What is to be stored? (this will help to determine size of store area(s) required)				

Do you require any AV equipment on the stand?							
	Qty						
40"LCD							
61" LCD							
21" Flat Screen monitor							
19" Flat Screen monitor							
Lap top		Client's own?		Hire?		Wireless enabled?	
PC		Client's own?		Hire?		Wireless enabled?	
DVD Player		Client's own?		Hire?			
Projector		Client's own?		Hire?			
Keyboard/Mouse		Client's own?		Hire?		Wireless or Wired?	
Do you require Internet Access on the stand?							
Wireless							
Wired							
If wired, to which points/equipment is access required?							
Preferred Speed							
Please provide any additional information that you think might be useful to know							
Details							