

Warrens Display 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)				

