

**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?**

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

| <b>Other Furniture requirements?</b>   |     |               |       |           |
|--|-----|---------------|-------|-----------|
|  | Qty | Client's own? | Hire? | Notes     |
| Literature Stand   |     |               |       |           |
| Carrier Bag Holder   |     |               |       |           |
| Counter  |     |               |       |           |
| Other? Please list below   |     |               |       |           |
|  |     |               |       |           |
|  |     |               |       |           |
| <b>Do you require a Bar?</b>   |     |               |       |           |
| 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                        |     |               |       |           |
|  |     |               |       |           |
| <b>Do you require any other Catering?</b>  |     |               |       |           |
|  | Yes |               | No    |           |
| Please provide details   |     |               |       |           |
|  |     |               |       |           |
| <b>Do you require Water/Waste?</b>   |     |               |       |           |
|  | Yes |               | No    |           |
| Where to?  |     |               |       |           |
|  |     |               |       |           |
| <b>Do you require on stand storage</b>   |     |               |       |           |
|  | Yes |               | No    | Lockable? |
| walk in?   |     |               |       |           |
| cupboards around stand?  |     |               |       |           |
| What is to be stored? (this will help to determine size of store area(s) required) |     |               |       |           |
|  |     |               |       |           |

