

DESIGN BRIEF

Company Name				
Service/Product Offered				
Event Name				
Event Date				
Event Location				
Stand #				
Stand Size				
Stand Objective/Goal				
Budget				
Type of Stand				
Please provide details for the following if required. Tick whether these are required or desired.			Required	Desired
Floor Type				
Walls (Amount and Height)				
Items to be Displayed				
Furniture Required				
On-Stand Storage Required				
Lighting Required				
AV Required				
Company Colour & Logo				
Other Notes				
Sketches or Ideas				