

## FAIR - CHECKLIST

### CONTACT

Company	_____	Contact person	_____
Street	_____	ZIP/City	_____
Phone	_____	Telefax	_____
E-Mail	_____	Website	_____

### FAIT DETAILS

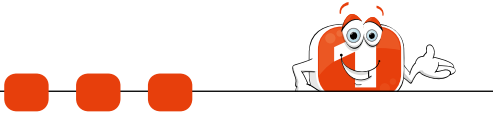
Name of event	_____	Venue	_____
Date	_____	Hall	_____
Deadline for quotation	_____	Stand-No.	_____

### STAND FORMAT

Row stand	<input type="checkbox"/>	Head stand	<input type="checkbox"/>	Two fronts	<input type="checkbox"/>
Corner stand	<input type="checkbox"/>	Block/Isle stand	<input type="checkbox"/>	Format	_____ m x _____ m

### CONFERENCE SITUATION

	open	closed	No. of persons
Cabin 1			_____
Cabin 2			_____
Lounge			_____
Other	_____		_____
Other	_____		_____



## FAIR - CHECKLIST

### GENERAL STAND SPACE

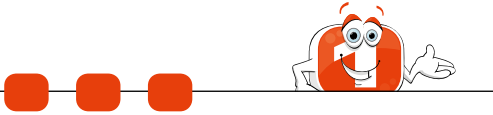
	Number	Remark
Persons/Staff	_____	_____
Seating table	_____	_____
Chairs	_____	_____
Bartable	_____	_____
Barstools	_____	_____
Other _____	_____	_____
Other _____	_____	_____

### KITCHEN/STORAGE

	Number	Remark
Kitchen	_____	_____
Kitchen with Storage	_____	_____
Storage	_____	_____

### KITCHEN/STORAGE EQUIPMENT

	Number	Remark
Sink	_____	_____
Dishwasher	_____	_____
Microwave	_____	_____
Shelves in storage room	_____	_____
Professional coffee machine	_____	_____
Coffee machine „full automatic“	_____	_____
Refrigerator      Bottle refrigerator	_____	_____
Electric cooktop	_____	_____
Tableware/cups/glasses/cutlery	_____	_____
Other _____	_____	_____
Other _____	_____	_____



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### BARCOUNTER/INFOCOUNTER

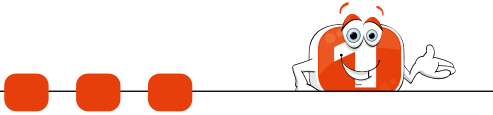
	Number	Remark
Barcounter	_____	_____
Infocounter	_____	_____
Bar-/Infocounter combination	_____	_____
Barstools	_____	_____
Other _____	_____	_____

### PRESENTATION AREA

	Number	Size
High cabinets	_____	_____
Table cabinets	_____	_____
Sideboards	_____	_____
Podest	_____	_____
Shelves	_____	_____
Brochure stand	_____	_____
Other _____	_____	_____

### MEDIA

	Number	Remark/Size
PC-Screen	_____	_____
PC/Desktop/Laptop	_____	_____
3D autostereoscopic screen	_____	_____
Splitsystems (flatscreen wall)	_____	_____
Beamer	_____	_____
DVD/Blu-Ray/PC/etc.	_____	_____
Audio	_____	_____
Wireless video presentation	_____	_____
Other _____	_____	_____



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### EXHIBITS

Number \_\_\_\_\_  
 Type \_\_\_\_\_  
 \_\_\_\_\_

Special requirements:  
 Water      Air      High voltage  
 Other \_\_\_\_\_  
 Remark \_\_\_\_\_  
 \_\_\_\_\_

Number \_\_\_\_\_  
 Type \_\_\_\_\_  
 \_\_\_\_\_

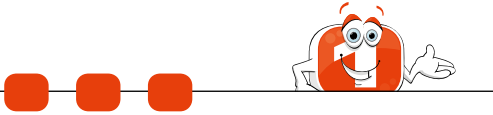
Special requirements:  
 Water      Air      High voltage  
 Other \_\_\_\_\_  
 Remark \_\_\_\_\_  
 \_\_\_\_\_

### OWN EQUIPMENT

Yes	No	Number	Remark/Size
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### OTHER

Yes	No	Number	Remark
			Hostesses (language acc. to your needs)
			Artist/Moderator
			Catering
			Promotion (competition, sample tasting, or other events, etc.)
			Other _____



# FAIR - CHECKLIST

## FURTHER TRADE FAIRS PLANNED

Fair	Date	Stand size	Venue
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Synergies available	Descriptions
_____	_____
_____	_____

## GENERAL

YES NO

Do you like your stand just as rental?

Would you consider a combination of purchase and rental stand?

Is there anything you really liked at your last trade fair?

Description \_\_\_\_\_

\_\_\_\_\_

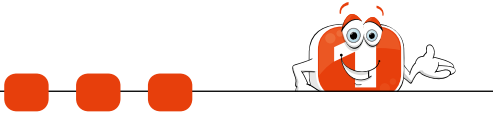
\_\_\_\_\_

Is there anything you disliked at your last trade fair?

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# FAIR - CHECKLIST

## FILES/INFORMATION

Files and information as mentioned below would be very helpfull to prepare our off quotation and drawings (if available):

CD-guideline/ Style-Guide

Logo as file

„Keyvisuals“ of productline, field of business etc. if available  
(PDFs or JPGs of original pictures for banner print, catalogue print etc.)

Information from exhibition company – Floor plan; detailed ground view of stand number assigned

1-2 pictures of last trade fair stand

Other \_\_\_\_\_

Other \_\_\_\_\_

## SCRIBBLE
