

International Project Brief Form



No matter where in the world you are facilitating a project, information and communication are key to a successful and profitable experience for both you and your client.

EDPA and IFES recognize this fact and have collaborated to create an international Project Brief that we hope you will find valuable when working on international projects.

The intention and purpose of the Project Brief is to improve communication between US and international exhibit suppliers when requesting a proposal for exhibit services based on an existing design. It is understandable that you may not have all of the information requested in the Project Brief. Our goal is that the Project Brief will raise awareness and help answer questions on what information is important to provide so you will receive a proper proposal and avoid unpleasant surprises.

The Project Brief is not intended to be used for design requests. A Design Brief can be provided from your supplier that addresses design specific questions and requirements.

EDPA and IFES wish you a successful experience.

INTERNATIONAL PROJECT BRIEF

DATE (month/day/year):

EXHIBITOR NAME:

SHOW NAME:

SHOW DATES:

COUNTRY:

CITY:

CONVENTION CENTER:

BOOTH / STAND SIZE:

BOOTH / STAND NUMBER:

HALL NUMBER:

JOB NUMBER (if applicable):

RENTAL OR PURCHASE:

BUDGET

Please provide the budget:

Does the budget include show services: Yes No

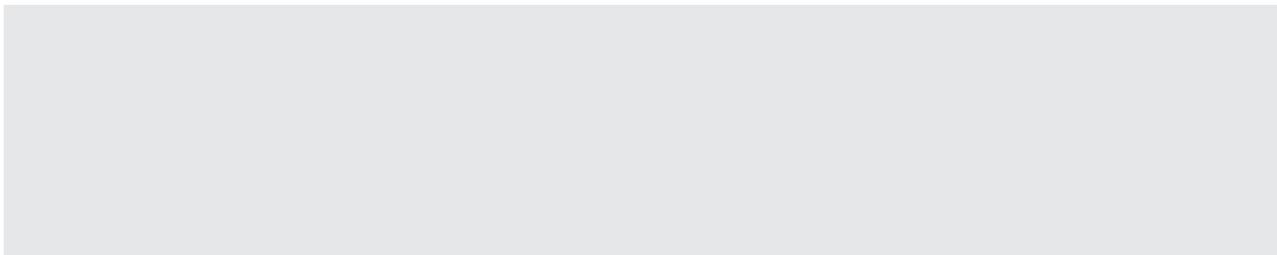
IF No - Who will be responsible for
ordering & paying for services

Your stand builder needs to know your budget so they can determine if they can deliver for the stated amount and or make recommendations on fabrication methods, materials etc. to meet your budget. Valuable time and resources are wasted when budgets are not provided. Be advised that your stand builder will quote in local currency. IT IS HIGHLY ADVISABLE TO PROVIDE A BUDGET.

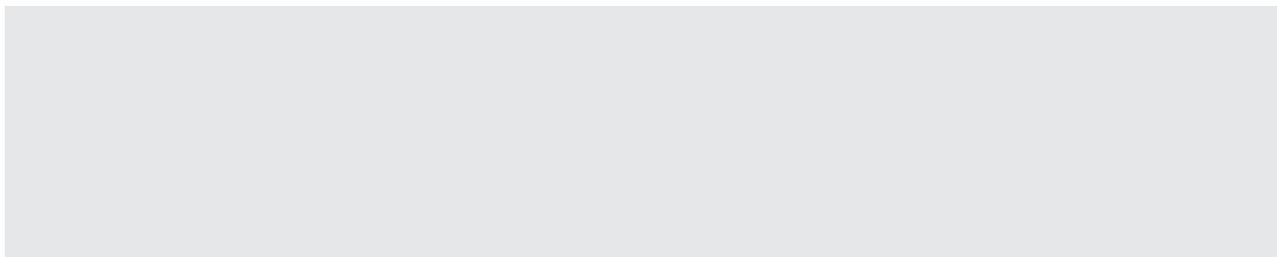
FABRICATION COMPONENTS

(Provide a description and breakdown of the stand/exhibit components, flooring requirements, material specifications, etc.)

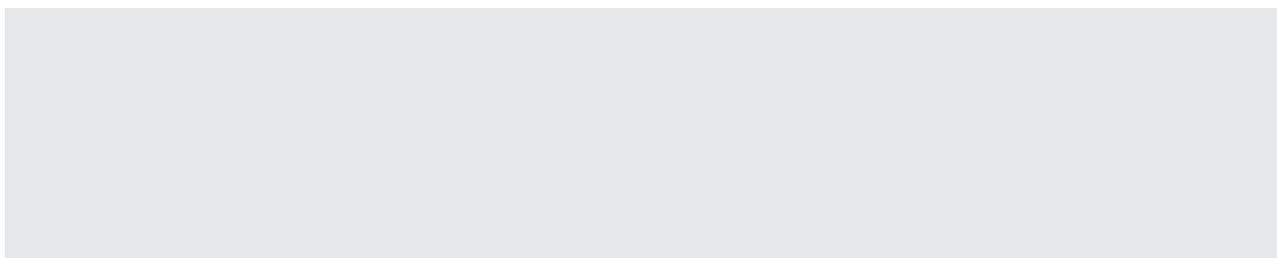
Component #1



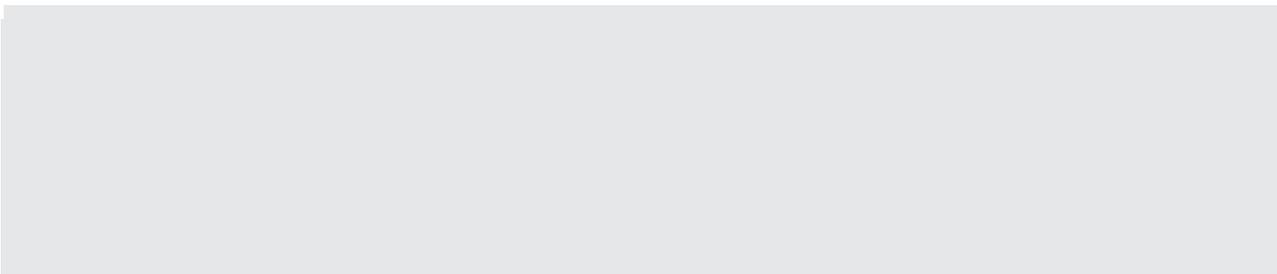
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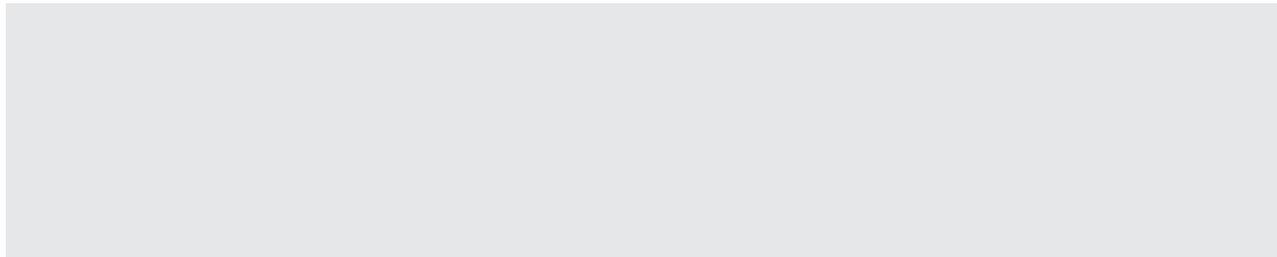
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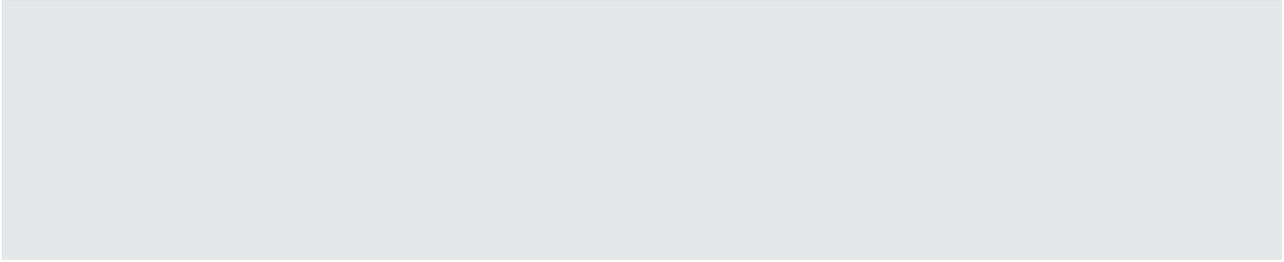
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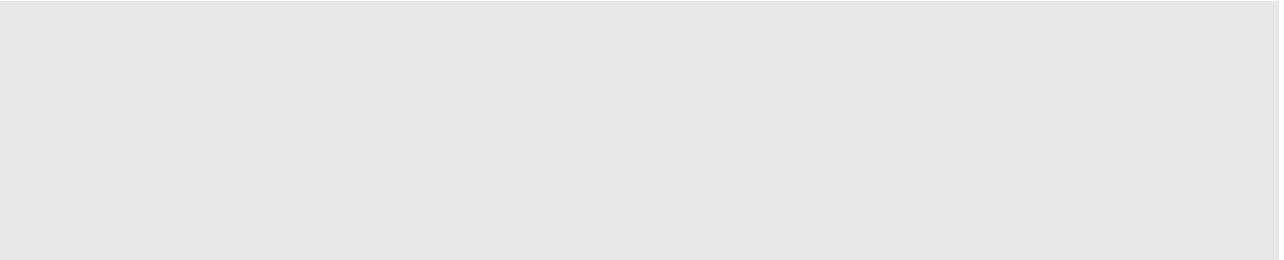
Component #5



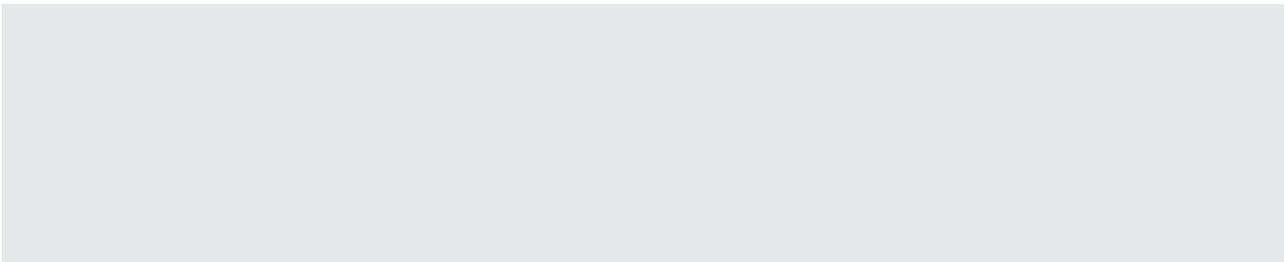
Component #6



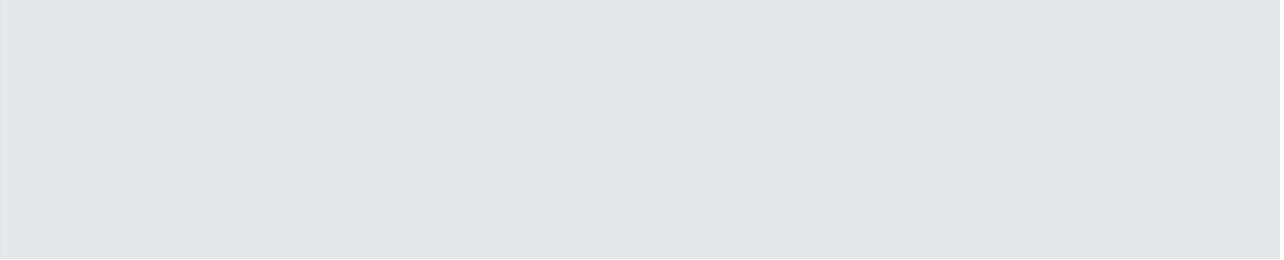
Component #7



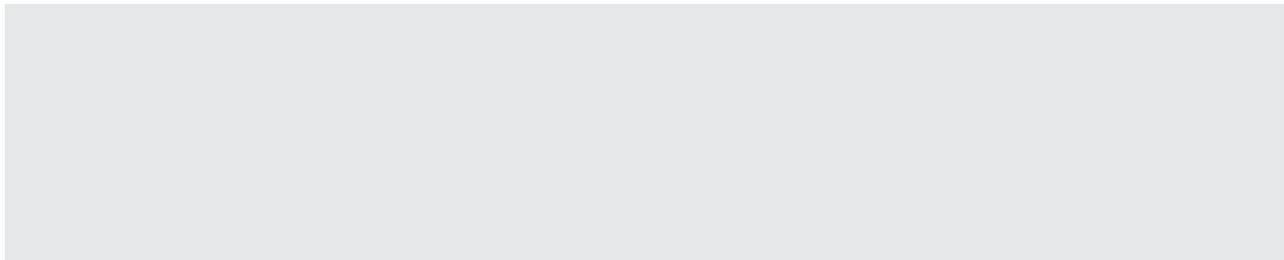
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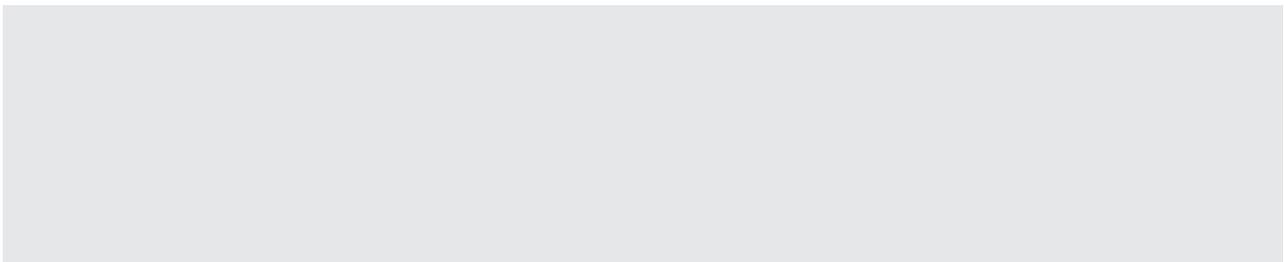
Component #9



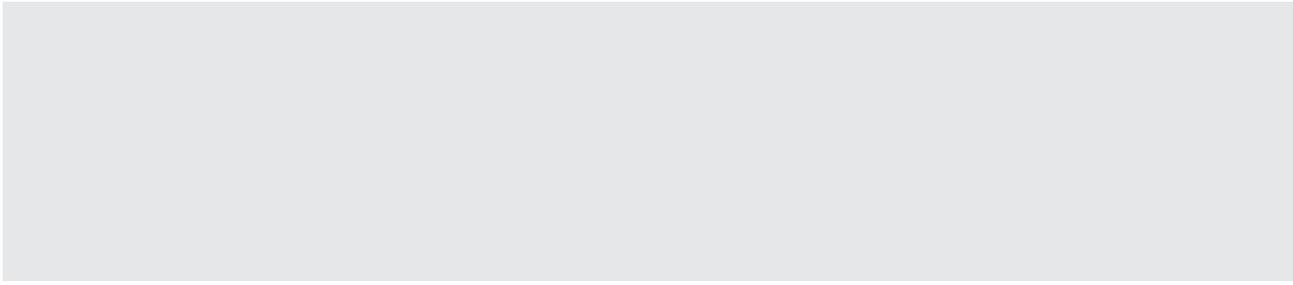
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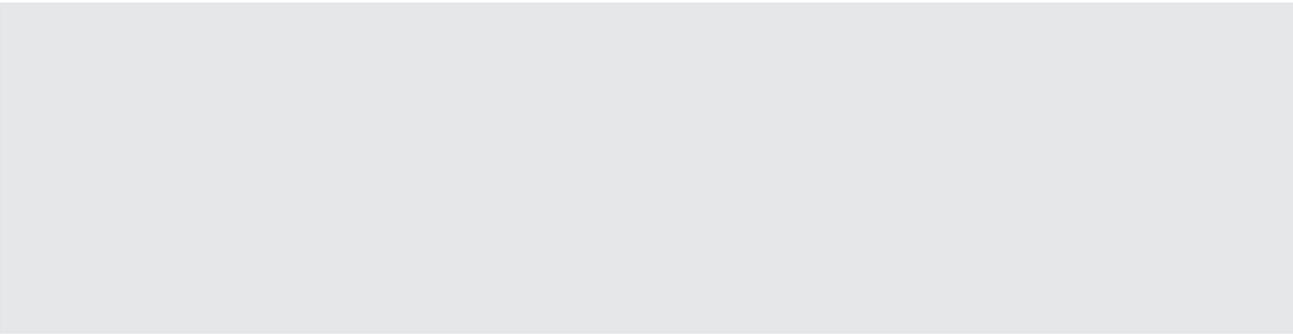
Component #11



Project Management:



Graphics:

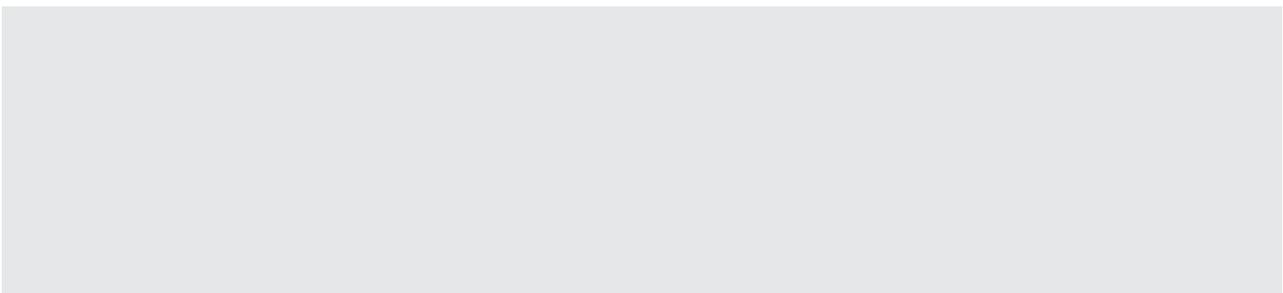


SHOW SERVICES:

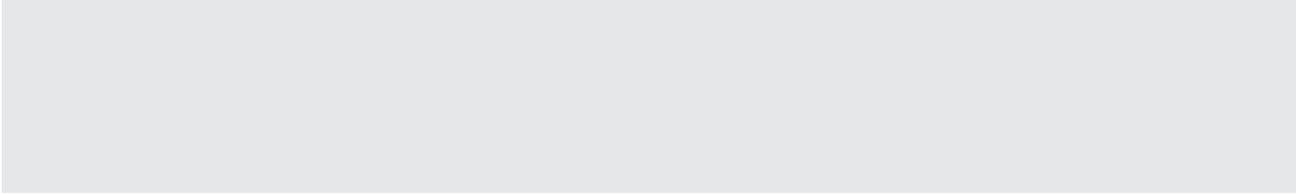
For US customers exhibiting abroad be advised that in some countries the show manual is not accessible without a login and password. The login and password are assigned by the show organizer to the customer and not the stand builder. Keep in mind that if the partner you are asking for a quote does not have the login and password, the services may be estimated and actual costs invoiced after the show. Always ask your client for the login and password.

For foreign customers exhibiting in the US be advised that show services are almost always estimated and actual costs invoiced after show closing. Stand builders do not have control over the providers of services such as electrical labor, plumbing labor, rigging labor, and on site material handling (commonly referred to as drayage)

Transportation:



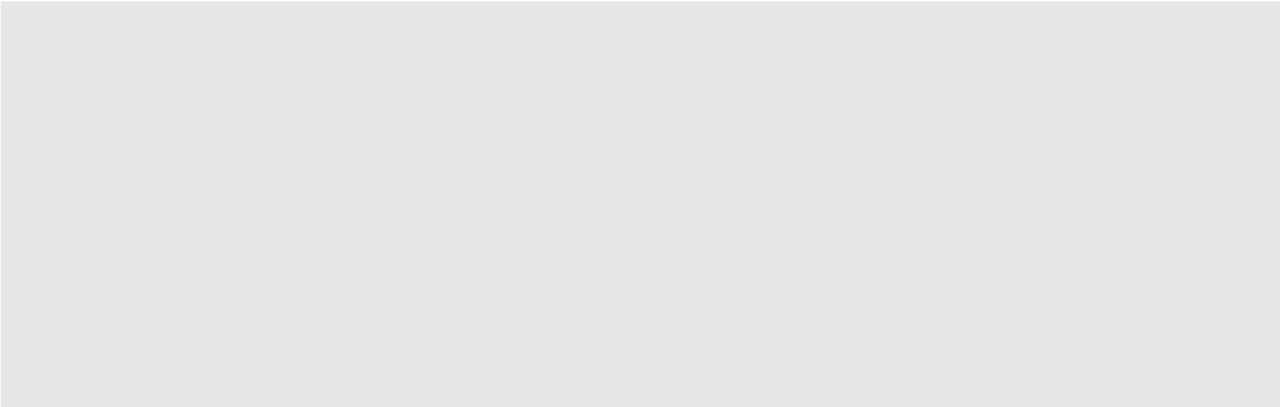
Above: Loading and unloading trucks on show site.



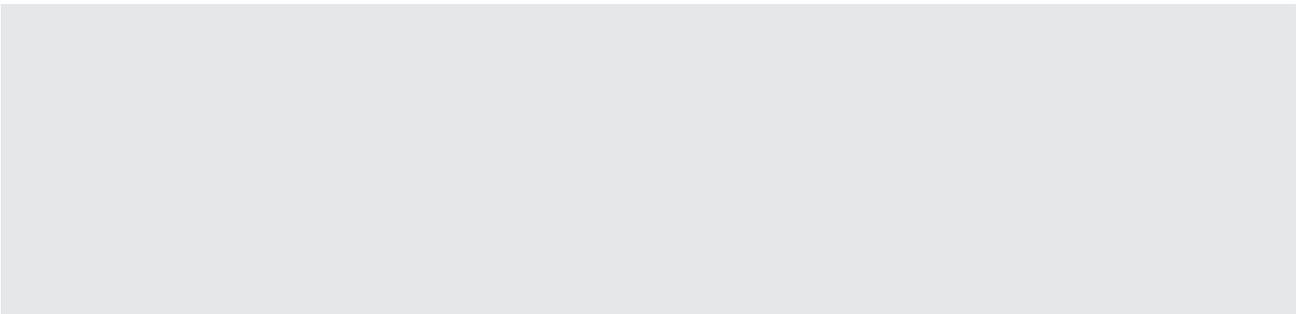
Installation & Dismantle Labor

For US customers exhibiting abroad your stand builder will provide the cost for I&D labor in their proposal. This service is usually quoted as a package and not charged hourly as in the States. It is VERY IMPORTANT that you inform your stand builder in advance if you require a supervisor or Project Manager to open the show each day. It is common that once the show opens the team does not return until the close of the show. It is important for the stand builder to know your requirements up front so hotel and travel arrangements can be made in advance. In some cases the installation and dismantle crew are not from the city the show is held. For foreign customers exhibiting in the US, labor is charged by the hour and is not commonly quoted as a "not to exceed" number. Your stand builder will provide an estimate for budget purposes. Be advised that many factors outside of your stand builders may cause the hours to exceed the estimated amount and actual hours will be invoiced. Inform your stand builder if you plan on sending any supervisors or labor to assist with installation. Be advised that some cities do not allow outside labor to work but only supervise.

No matter where your show is being held communication is key to avoid any surprises.

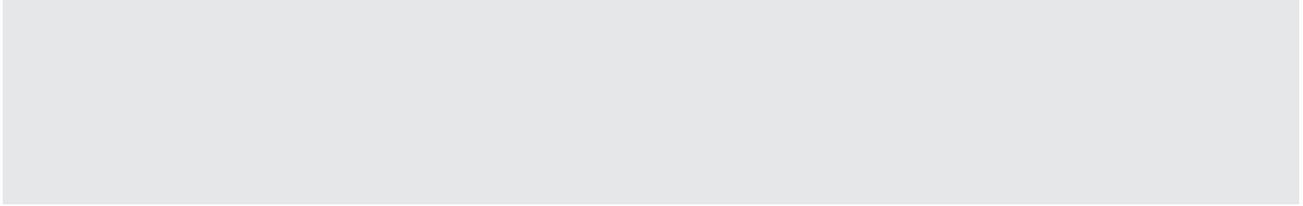


Electrical: Outline specific requirements for the client equipment and where electrical outlets are required and for what purpose.

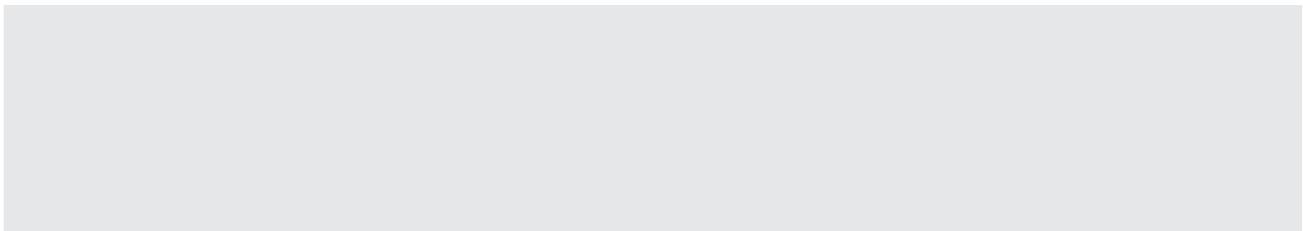


Lighting: For US customers exhibiting abroad be advised that in some regions of the world lights fixtures must be attached to truss and not directly to the hall ceiling. All items suspend-ed must be within the stand space.

For foreign customers exhibiting in the US, most halls provide overhead light fixtures, commonly known as par can lights. The hall provides and attaches the par can lights to the hall ceiling directing the light to your desired area. In this case suspended truss is not required. Please work with your stand builder on your lighting expectations.



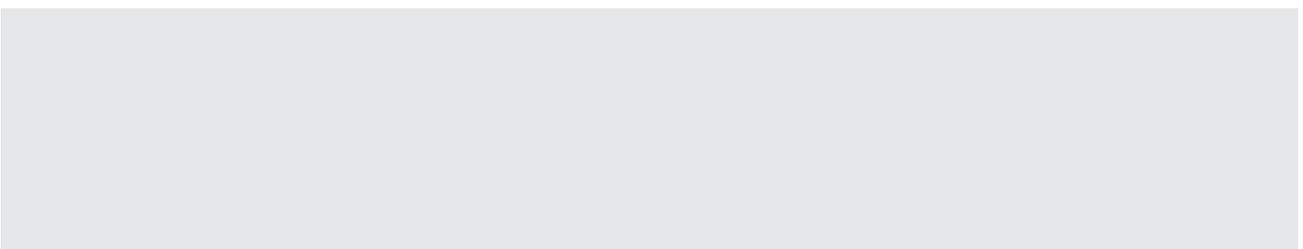
Audio / Visual:



Rigging: For US customers exhibiting abroad the rigging points are ordered from the hall for anything suspended from the ceiling. Your stand builder in most regions is allowed to attach the items to the rigging points using their equipment and labor. NOTE-----Always confirm who is allowed to attach items to the rigging points. Due to local regulations some halls are required to deliver this service in house . Technical static drawings are required from the hall which your stand builder will provide. NOTE---Always confirm with your stand builder that they will provide the technical static drawings.

For foreign customers exhibiting in the US, any items that are to be suspended from the ceiling of the hall must be ordered directly from the show General Contractor or the hall. The labor and equipment is provided by the General Contractor or the hall. Your stand builder is only allowed to supervise. NOTE-----always check with the show organizer if hanging signs or truss are allowed as some shows do not allow items suspended from the ceiling.

** Be advised in the US the term rigging is also used when a forklift is required to unpack client equipment and place equipment in the stand space. Inform your stand builder if this service is required so they can budget for it



Furniture Rental:

Cleaning:

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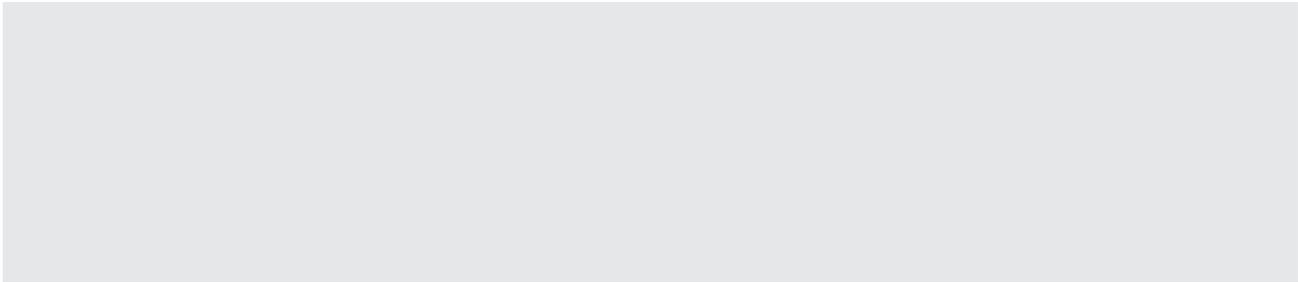
Air:

Internet Service:

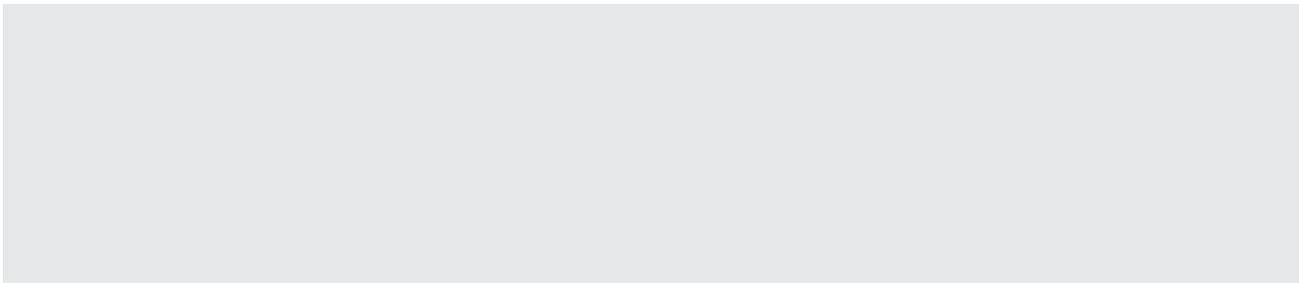
Catering: Be advised that catering is common outside the US and not so common in the US. For US customers exhibiting abroad you should confirm with your client in advance if catering is required and what those requirements are. For foreign customers exhibiting in the US be advised that catering is not a common service. Please confirm with your client in advance if catering is necessary and what those requirements are.

Client Product / Literature / Giveaways

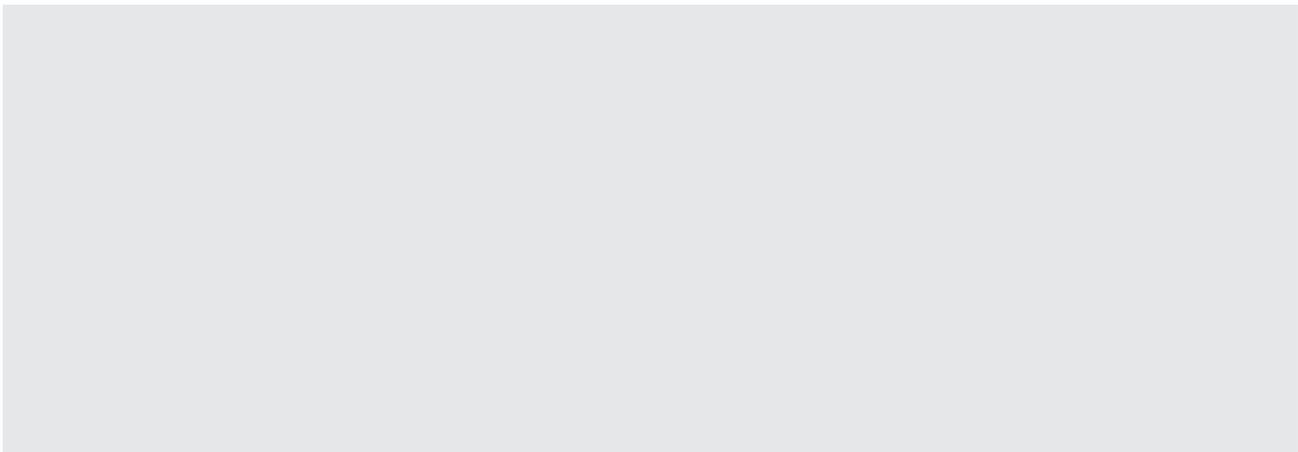
We will require a product list with sizes and weights of client owned product to determine if additional equipment and or labor are required to unload and place the product in the stand/booth space. Provide how product is to be handled at the close of the show. Additional expense may be applicable.



**Off-Site Hospitality Suite and or Off-Site Meeting Room Needs
(not located in booth space):**



Miscellaneous Show Service Requirements such as Floral, Lead Generation, Accessible Storage, Host or Hostesses, etc.:



ADDITIONAL ITEMS

Design Rendering:	Provided? Yes	No
Hall Floor Plan:	Provided? Yes	No
DWG Drawings (w/elevations & sizes)	Provided? Yes	No
Show Manual Passcode & Login	Provided? Yes	No
Login <input type="text"/>	Passcode <input type="text"/>	

Proposal Due Date (month / day / year)

A proper proposal requires detail information and appropriate time to prepare regardless where your show is being held. Please keep this in mind when requesting your due date. You should plan a minimum of one week to receive a proposal. Depending on workloads and the complexity of the project some proposals take longer than a week to prepare.

Financial! FW e

Acceptance of proposal may require a credit check, deposits and or payment in full. Each stand builder has their own terms and conditions and will outline their terms and conditions in their proposal.

Additional Information

Your VAT
Number (if
applicable):

Account Team Leader

Name:

Telephone Number:

Email Address:

Please address your questions, emails and proposal to:

Company Name:

Company Address:

Contact Name:

Contact email:

Contact Telephone Number:

If awarded the project you will invoice the following address:

Company Name:

Company Address:

Contact Name:

Contact email:

Contact Telephone Number: