

**Exhibition Checklist / Quotation Request Form - Please fax back to 01296 301 813**

Please complete this form in order that we can prepare a tailor-made stand design concept and quotation for you. You can also fill this form in online: [www.germanshows.co.uk](http://www.germanshows.co.uk) → Exhibitor Zone (\* fields are mandatory)

<b>A General Stand Features</b>	These data are mandatory to enable us to design a stand for you.
A1 *Exhibition Name	
A2 *Year of Exhibition	<input type="checkbox"/> 2011 <input type="checkbox"/> 2012 <input type="checkbox"/> 2013
A3 Hall and Stand No	
A4 *Stand Dimensions	_____ m by _____ m
A5 *Stand Type	<input type="checkbox"/> One side open (row) <input type="checkbox"/> Two sides open (corner) <input type="checkbox"/> Three sides open (end of block) <input type="checkbox"/> Four sides open (island)
A6 *Your Company Name	
A7 *Contact Person	
A8 *Contact Phone	
A9 *Contact Email	
A10 *Quotation required by (date)	
A11 *Approx. Stand Budget	£ or € (please select)
<b>B Stand Equipment &amp; Furniture</b>	These details are not always easy. Please give us your best estimate.
B1 Storage / Kitchen Cabin	_____ m by _____ m (lockable)
B2 Kitchen Set Required	<input type="checkbox"/>
B3 Private Meeting Cabins (Qty)	_____ Cabins for _____ people each
B4 Formal Seating	_____ Tables with chairs (usually 4 per table)
B5 Informal Seating	_____ Bar tables with bar stools (usually 3 per table)
B6 Welcome / Info Desk	<input type="checkbox"/>
B7 Bar Desk	<input type="checkbox"/> seating approx. _____ people
<b>C Exhibiting Your Products</b>	How to best position and promote your products on your stand.
C1 Textile Graphic Panels	<input type="checkbox"/>
C2 Product Showcases	<input type="checkbox"/>
C3 Separate Product Stands	<input type="checkbox"/>
C4 Leaflet Stands (Qty)	_____ Stands holding 7 x A4
C5 Leaflet Holders (Qty)	_____ Holders for 1 x A4
C6 Audio Visual Equipment	
<b>D Other</b>	Anything else?
D1 Any Other Comment	

Please fax this form back to German Shows on 01296 301 813. If you are unsure what to fill in, please give us a ring on 01296 468 175 and we will assist you. Many thanks for your cooperation. Your German Shows Team.  
 Web: [www.germanshows.co.uk](http://www.germanshows.co.uk) / Email: [info@germanshows.co.uk](mailto:info@germanshows.co.uk)