

# CHECK LIST

In order to be able to develop the best suitable concept for your participation in the exhibition we kindly ask you to send us some basic information:

1. Please send us you BOOTH PLAN with exact measures ...m x ...m = ...m<sup>2</sup>, Hall-no.: and Stand-no.
2. Please send us your Company LOGO or your needs concerning graphics.
3. Please send us your ideas concerning the interior of your booth, e.g. your need of showcases, sideboards, store-room furniture, chairs, information counters, dummies etc. and your needs concerning the structure of your booth, e.g. cabins, store-rooms, kitchen, open space, room for events or shows etc.
4. Please let us know your ideas concerning the colours of carpet or wooden floor, walls etc.. Tell us whether your stand should be conventionally structured or a system stand. Tell us which materials you prefer: glass, plexi, wood, ceramics, metal etc.
5. Please let us know which kind of exponents you wish to exhibit, how many of them(space needed?) and how you want to present them.
6. Please give us information about the budget for your booth. (How many ?/m<sup>2</sup>?)
7. Please let us know which exhibitions you take part in regularly.
8. If possible please send us your Company information via E-mail. If there are photos or technical plans of previous exhibitions these would be very helpful to us.
9. Please tell us until when you need our offer at the latest.
10. Please send us all your information papers via E-mail in \*.pdf format (e.g. hall plans, booth plan), inscriptions and logos in \*.eps format, photos in \*.jpg. format.

We are looking forward to your reply.

best regards

Public Relations Department

