

# Blue Beat Digital Event Brief

## EXHIBITOR DETAILS

Company Name	
Website	
Main Contact Name	
Contact Telephone	
Contact Email	
Billing Address	

## EVENT DETAILS

Exhibition / Event	
Event Dates	
Venue (city/state)	

## EXPECTED SPEND CONSIDERATIONS

Exhibit Design & Build Budget	
Purchase or Rental	
Services Budget <i>Set Up &amp; Take Down Labor, Material Handling, Carpet, Furniture, Rigging, Electrical, Internet, Etc.</i>	

## YOUR BOOTH/EXHIBIT SPACE

Booth # <i>Floorplan available...</i>	
Booth Size <i>10x20, 20x20, 6mx6m...</i>	
Stand configuration <i>Island, peninsula, inline...</i>	
Show or Venue Restrictions? <i>Max height, columns...</i>	

## KEY ELEMENTS FOR THE DESIGN

Reception Desk <i>Yes/No – specific needs...</i>	
Product Displays <i>How many products? Provide sizes and weight. What requirements or needs do you have to display your products?</i>	
Demo Workstations <i>What is being demonstrated? What needs do you have to demonstrate? Monitors? Tables?</i>	
Meeting Room / Seating <i>Private or Semi-Private How many people are planned at one time to use the room? Describe seating requirements and any needs in the space.</i>	
Storage Space <i>For products, coats, literature, etc. How much space is needed? Specify cubic meter or feet.</i>	
Other <i>Tell me of any other needs for the space so we can plan accordingly</i>	

## ADDITIONAL DETAILS

Is this your first USA Exhibit/Event? <i>If no, what shows have you attended?</i>	
Future Events <i>Would you be interested in storing your graphics or exhibit in the USA for future events?</i>	