

Contact Information:

(Please fill out as completely as possible. Use separate forms for each project.)

Sales Rep's Name: _____
 ExpoDealer Name: _____
 Client's Company Name: _____
 Contact's Name: _____
 Client's E-Mail: _____
 Client's Website: _____
 Client Providing Artwork?
 Artwork Location: YES / NO _____

Exhibit Details:

Budget: \$ _____
(MSRP PRICE ONLY)

Display Sizes: _____
(Include any reconfigurations if applicable)

First Show Date: _____

Show Name: _____

Show Location: _____

Lead-time Guidelines:

Standard Design turnaround (business days only) is **5 days for 1-300 square feet exhibits** and **10 days for 301-900 square feet exhibits** (Please contact Design Director for turnaround time on larger exhibits). **Designs that require a quicker turnaround time must be approved by the Design Director.**

Request Processing Information

Date Submitted: _____

Proposed # of Business Days: _____

Date Received by
 Design Department: _____
(Completed by the Design Department)

Design Completion Date: _____
(Completed by the Design Department)

Design Elements:

Design Elements Requested:
(portable, custom modular, custom, combination, undetermined, other)

Description of Design

(Please include a description of design services requested, details of elements desired and any other helpful information and/or drawings.)

Type of Deliverable: _____
(Rendering, Sketch, Line Drawing, Plan view, Printed Boards etc.)

	Yes	No
Quote Needed:	<input type="checkbox"/>	<input type="checkbox"/>
Price A'la Carte:	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Flooring Needed:	<input type="checkbox"/>	<input type="checkbox"/>
AV Needed:	<input type="checkbox"/>	<input type="checkbox"/>
Furniture Needed:	<input type="checkbox"/>	<input type="checkbox"/>
Specify: _____		

Request Approval:

Approval Signature
 and Date: _____
(All Design and Quote Requests must have upper management approval)

Designer Assigned: _____
(Completed by the Design Director)



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