

**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)

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**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)

**Expo EXPO Displays®**

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Please fax completed form to Dealer Support 205.439.8286  
or call toll free with questions at 1.866.404.EXPO.

UPDATED: 01/25/12

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