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**TOR FOR CONSTRUCTION OF A STAND  
 (Fill in the fields that are more important to you or you can**

**send your stand design to provide a construction estimate)**

**INFORMATION**

|  |  |
| --- | --- |
| **Exhibition** |  |
| **Location** |  |
| **Date** |  |
| **Company/Department** |  |
| **The contact person** |  |
| **Brands** |  |

**INFORMATION ABOUT THE STAND**

|  |  |
| --- | --- |
| **Total stand area** |  |
| **Stand configuration(Private, island, corner)** |  |
| ***Stand zoning (open and closed areas, their equipment)*** | |
| **Working area of the stand (product supply area/sales area, etc.)** |  |
| **Open/semi-open area for negotiations (quantity; area; furniture arrangement)** |  |
| **Closed meeting room (quantity; area; furniture arrangement)** |  |
| **VIP room for interior (quantity; area; furniture layout)** |  |
| **Utility room (area; furniture arrangement)** |  |
| **Reception (size; number of people)** |  |

**PRODUCTS ON EXHIBITION**

|  |  |
| --- | --- |
| **Description of the products presented** |  |
| **View (preferably photo)** |  |
| **Dimensions** |  |
| **Necessity of connection to electricity** |  |
| **Providing products (showcases, racks, podiums, etc.; availability of new products** |  |
| **Video monitors, tablets, posters, free-standing advertising structures, etc..** |  |
| **The target audience** |  |

**REQUIREMENTS FOR STAND DESIGN AND DESIGN**

|  |  |
| --- | --- |
| **Project goals and objectives** |  |
| **Format of participation in the exhibition** |  |
| **Design ideas (wishes; proposed concepts for production)** |  |
| **Associations with the stand** |  |
| **Performance style** |  |
| **Necessary inscriptions on the stand (logos, slogans)** |  |
| **Additional information that should be present at the stand (inscriptions, etc.)** |  |
| **Availability of hanging elements** |  |
| **Availability of a podium and desired floor covering** |  |
| **Water supply** |  |
| **Supply of special electrical power for supplied products** |  |
| **Main colors used** |  |
| **Desired color scheme for the stand** |  |
| **Прочие пожелания (по освещению, высоте стенда и др.)** |  |
| **Approximate budget** |  |

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**Contacts:**

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