



REQUEST FOR PROPOSAL

Please fill out to the best of your ability and return to 3dtradeshows@gmail.com

Thank you for allowing us the opportunity to bid on your show.

Show Name: _____

Show Venue: _____

3-D Install Day/s and times: _____

Exhibitor Install Day/s and times: _____

Show Hours:

Dismantle Date/s and times:

Exhibitor Booths Description

Size: _____ Backwall Height (standard is 8'): _____ Side rail height (standard is 3'): _____

Color of drape backwalls: BLACK ☐ WHITE ☐ RED ☐ BLUE ☐ HUNTER GREEN ☐

Color of drape side rails: BLACK ☐ WHITE ☐ RED ☐ BLUE ☐ HUNTER GREEN ☐

Table Qty per booth space: _____ Size of table included in booth package: _____

Color of skirt around table: BLACK ☐ WHITE ☐ RED ☐ BLUE ☐

Chairs per booth space: _____ Wastebaskets: _____ Paper locator sign: _____

Any additional items that the Association will be including in the exhibitor booth space? (ie: electrical) _____

Anticipated number of exhibitor booths? _____

Will you be needing an exhibitor manual? _____

Will you be anticipating freight being shipped in to either advance warehouse or direct to show site? _____

Will you be needing porter service for your exhibitors on the day of set up? _____

Will you be needing an onsite representative from 3-D Tradeshow the day of set up and dismantle for exhibitor services? _____

Notes: _____

Additional Services:

Entrance Unit:

Would you like a state of the art entrance unit outside the entrance doors as your attendees walk into the show? _____

If yes: Double Sided _____ Single Sided _____

Would you like anything additional with your entrance unit (ie: plants, planter box)?

Registration:

Would you be using built in registration desks from the venue or will you be needing registration desks? _____ How many? _____

If 3-DTSS is providing desks, Standard Header or Graphic Header (provided by Association)?

Custom kick panel (provided by association) on bottom or a standard white kick panel?

Would you like anything additional with your registration set up? (IE: drape, tables, chairs, etc)

Will you be needing any of the following furnishings for your show (ie: VIP Lounge, Stage)?

If yes, please provide QTY.

Easels:	_____	High Top Tables:	_____
Bag Holders:	_____	30" Round Tables:	_____
Stanchions:	_____	Clothes Racks:	_____
Ropes for Stanchions:	_____	Literature Racks:	_____
Raffle Drum:	_____	Counter Stools:	_____
Sofa Chairs:	_____	Loveseat:	_____
Executive Chairs:	_____	Secretary Chairs:	_____

Signage:

Directional Signs: _____ Qty: _____ Single sided or double sided: _____

24' x 36': _____ Qty: _____

28' x 44': _____ Qty: _____

Banners: _____ Qty: _____ With pole pockets or grommets: _____

Aisle signs: _____ Qty: _____ Description: _____

Labor:

Will you be needing rigging of any kind done? Please explain: _____

Material Handling:

Will the Association be shipping in any freight to advance warehouse? _____

Please explain: _____

Carpet:

Will you be needing aisle carpet? _____ If yes, Color? _____

Will you be needing carpet for any additional areas of the show (ie: VIP lounge, stage, etc)?

Company Information:

Association Name: _____

Phone: _____

E-Mail: _____

Website: _____

Thank you for giving us the opportunity to bid on your event. We look forward to making your event a success and building a lifelong relationship.