



**Woods International**

Units U & X Daneholes Roundabout, Stanford Road, Grays, RM16 2XE.

**design and build specialists**

<b>Woods Contact:</b>	<b>Myles Martin (New Projects)</b> <b>M: +44 (0) 7843 399 596</b> <b>E: <a href="mailto:myles@woodsinternational.co.uk">myles@woodsinternational.co.uk</a></b>
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<b>Project Design Brief</b>			
<b>Company name</b>			
<b>Job Number</b>			
<b>Date brief taken</b>		<b>Brief taken by</b>	
<b>Show title</b>			
<b>Dates</b>		<b>Total sqm</b>	
<b>Venue</b>		<b>Number of open fronts</b>	
<b>Stand No.</b>		<b>Columns on site</b>	
<b>Hall No.</b>		<b>Site plan obtained</b>	
<b>Dimensions</b>		<b>Hall plan obtained</b>	

<b>Contact name</b>				
<b>Email address</b>				
<b>Contact Telephone</b>				
<b>Client address</b>				
<b>Design budget</b>				
<b>Design required by</b>				
	Meeting		E-Mail	
	A3 Visuals		A4 Visuals	
	A3 Plan		A4 Plan	
	Estimate			

<b>Site Layout</b>	<b>If you have a site layout please attach to email.</b>
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<b>Type of stand</b>  Walk-by, Branding and hospitality, Product demonstration/launch  Reason for exhibiting Objective	
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Flooring	Yes	No	Qty	Comment
Carpet tiles				
Carpet				
Vinyl/Laminate/Other				
Carpet insert				
19mm chipboard floor				
100mm platform floor				
Ceiling	Yes	No	Qty	Comment
Over stand				
Over part of stand				
Store Room	Yes	No	Qty	Comment
Solid lockable door				
Worktop				
Shelves				
Fridge				
Coffee Machine				
Coat racks				
Sink Unit				
Water and waste supply				
Hot water heater				
Kettle				
Waste paper bin				
Reception	Yes	No	Qty	Comment
Curved reception				
Straight reception				
Reception with serving shelf				
Open shelves under				
Lockable storage under				
Stools to reception				
Meeting areas	Yes	No	Qty	Comment
Meeting table				
Poseur table				
Coffee table				
No. of private areas				
No. of semi-private areas				
No of chairs per table				
No. of stools per poseur table				
Stylish furniture				
Inexpensive furniture				

Bar area	Yes	No	Qty	Comment
Curved bar				
Straight bar				
Bar with serving shelf				
Fridge to bar				
Open shelves under				
Lockable storage under				
Stools to bar				
Furniture/displays	Yes	No	Qty	Comment
Plinths				
Floral displays				
Bench units				
Freestanding displays				
Glass showcases				
Turntables				
Other				
Graphics	Yes	No	Qty	Comment
Clients own graphics				
Woods International to quote, produce and fit				
Woods International to fit clients own graphics				
Artwork by client				
Vinyl/Foamex/light-boxes/other				
Multimedia	Yes	No	Qty	Comment
LCD screens wall mounted				
LCD screens with stand				
Laptop				
Sound				
USB connection to screen				
Other				
Water and waste	Yes	No	Qty	
Products require water				
Compressed air	Yes	No	Qty	Comment
Products require compressed air				
Communications	Yes	No	Qty	Comment
Telephone				
Internet connection				

Corporate details	
Company colours	
Pantone reference	
Typeface	
Company slogan	
Company web address	
Copy of logo supplied	
Company literature supplied	

**\*\* Please fill in as much information as possible above and add any further comments below\*\***

<b>Other requirements/comments</b>



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