

Project #: _____
(to be assigned by Expo)

Contact Information:

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

ExpoDealer Name: _____ Date Submitted: _____
Sales Rep's Name: _____ Date Design Needed: _____
Phone Number: _____ # of Business Days: _____
Fax Number: _____ Client's Company's Name: _____
e-mail Address: _____ Client's e-mail Address: _____
Client's Web Address: _____

Exhibit Details:

Display Size(s): _____ First Show Date: _____
Budget: List (selling price) Show Name & Location: _____
 Net (ExpoDealer Cost) \$ _____

Exhibit Design Information:

Type of Exhibit _____
(portable, custom modular, custom, combination, undetermined, other)

Design Fees (estimated upon request) are billed in 30-minute increments at \$45 per hour LIST for non-custom projects, and \$75 per hour for custom projects. Fees are invoiced on the 1st and 15th of each month, and apply regardless of whether the exhibit is purchased. Standard Design Turnaround (business days) is 5 days for 1-300 square feet exhibits and 10 days for 301-900 square feet exhibits (call for turnaround on larger exhibits). Designs needed sooner than Standard Turnaround times must be approved by the Design Director.

Description of Design Requested:

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



A Division of Diamond Displays International