

Request for Proposal Template for Trade Show/Event Services from One Country to the Next



*It's not what you say,
but what you mean!*

This RFP Template is intended to be used between two exhibit suppliers when requesting a price and/or a design drawing for an event in another country.

This RFP Template will be completed in English with selected key words translated into one of twelve languages.

The purpose of the template is to make certain what you say is what you mean.

Chinese/English version

1. Exhibit/Show Information

Event Services Request – Inquirer (person asking for services)

Company:			
Address:			
Company representative:			
Email address:			
Phone:		Date:	

Show Info

Show/Event name:			
Show/Event dates:		to	
Show/Event venue/location:			
Move-in date:			
Dismantle date:			

Exhibitor Info

Exhibitor name:	
Stand size:	
Stand number:	

Type of Exhibit

Select one	☐ In-Line	☐ Peninsula	☐ Island	☐ Other
Height restrictions:	Attach show rules and regulations ☐		or Show's website URL:	
Exhibit design required:	☐ Yes	☐ No	Attach specification sheet	
Exhibit design attached:	☐ Yes	☐ No	Attach design drawings	

Budget

\$	Total Budget	\$	Exhibit Budget	\$	Show Services Budget
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Exhibit Origin

Shipping from:

Client Product Origin

Shipping from:

Exhibit Design Requirements

2. Flooring				
Req.	Item	Item translation – Mandarin	Size Indicate feet/inches (length/width) for North America shows and meters for all other country shows	Color
☐	A. US carpet	美国地毯		
☐	B. International carpet	国际地毯		
☐	C. Under-carpet pad	地垫		
☐	D. Linoleum/Vinyl tiles	油布/油毡 / 地胶		
☐	E. Wood floor	复合板 / 复合木地板		
☐	F. Raised floor	地台		
☐	G. Double deck	双层展台 / 二层结构		
☐				
Further comments and descriptions				

Exhibit Design Requirements

3. Exhibit Components

Req.	Qty.	Item	Item translation – Mandarin	Further comments
☐		A. Backwall	背板	
☐		B. Conference area	会议区	
☐		C. Kitchen/Storage area	厨房区域 / 储存区	
☐		D. Reception counter	接待台	
☐		E. Bar area	休息区	
☐		F. Seating area	座谈区	
☐		G. Display counters	展示台	
☐		H. Identity tower/Kiosk	小亭子	
☐		I. Theater/Presentation area	展示区	
☐		J. Hanging signs/Identity	挂旗	
☐		K. Ceiling truss	天花桁架	
☐				

Exhibit Design Requirements

4. Rental Components				
A Furniture				
Req.	Qty.	Item	Item translation – Mandarin	Further comments
☐		a. Chairs	椅子	
☐		b. Tables	桌子	
☐		c. Sofa	沙发椅	
☐		d. End/Coffee table	茶几	
☐		e. Stools	凳子	
☐		f. Literature stand	资料架	
☐		g. Refrigerator	冰柜	
☐		h. Coffee maker	咖啡机	
☐				
Further comments and description				

Exhibit Design Requirements

B Lighting				
Req.	Qty.	Item	Item translation – Mandarin	Further comments
☐		a. Wall lights	射灯	
☐		b. Ceiling lights	筒灯	
☐		c. Theatrical truss lights	舞台灯	
☐		d. LED lights	LED灯	
☐				
Further comments and description				
C Audio/Visual & Sound				
Req.	Qty.	Item	Item translation – Mandarin	Further comments
☐		a. Monitors	显示屏	
☐		b. LED video wall	LED墙	
☐		c. Sound system	音响系统	
☐				
Further comments and description				

Exhibit Design Requirements

5. Custom Components					
Specialty display components, to be custom-fabricated. Fill in each specialty item needed.					
Req.		Item	Item translation – Mandarin	Qty.	Size
☐	a.				
☐	b.				
☐	c.				
☐	d.				
☐	e.				
☐	f.				
☐	g.				
☐	h.				
☐	i.				
☐	j.				
Further comments and description					

Exhibit Design Requirements

6. Graphics					
Req.	Item	Item translation – Mandarin	Qty.	Size	Further comments
☐	A. Photo print/Overlay	照片纸			
☐	B. Fabric printed graphic/shape	喷绘布			
☐	C. Vinyl cut letters	即时贴刻字			
☐	D. Back-lighted photo	背打光灯片			
☐	E. Banner stand graphic	易拉宝			
☐	F. Vinyl banner	PVC挂旗			
☐	G. Cut-out letters/logo	即时贴字			
☐					
Further comments and description					

Exhibit Design Requirements

7. Show Site Services

Req.	Item	Item translation – Mandarin	Further comments
☐	A. Set up drawings & Project management	搭建图纸及项目管理	
☐	B. Shipping to show site	运输到展会现场	
☐	C. Install & dismantle at show site with supervision	搭建及拆场	
☐	D. Drayage (Material handling)	现场叉车	
☐	E. Electric for Exhibit	展台用电	
☐	F. Electric/water/air for client product	设备用水、用电	
☐	G. Cleaning (Carpet vacuuming) (Required for US events)	清洁(地毯吸尘)	
☐	H. Catering (Food & Drinks)	餐饮服务	
☐	I. Reception/Hospitality	接待/礼仪	
☐	J. Floral (Plants & decorations)	鲜花(植物及装饰)	

Attachments (include attachment in email when returning form)

☐	Yes	Type of attachment <i>(floor plan, electric layouts, carpet layouts, AV, Order form, etc)</i>	
☐	No		

Exhibit Design Requirements

8. Product/Literature Shipped Direct to Show Site			
A List items shipped direct by client			
a.			
b.			
c.			
d.			
e.			
Attachments (include attachment in email when returning form)			
☐	Yes	Type of attachment	
☐	No		

Exhibitor Information

Exhibitor (Client) representative at show site:		
Date of arrival for Client/Rep at show site:		

<i>Special requests</i>		

<i>Further comments regarding client needs</i>		

<i>Exhibit partner/supplier representatives at show site</i>		

<i>Dates that exhibit partner/supplier reps will attend event</i>		
	to	

Budget Information

9. Price Budget for Category Item

Req.	Item	Item translation – Mandarin	Qty.	Size	Budget
2. Flooring					
☐	A. US carpet	美式地毯			\$
☐	B. International carpet	国际地毯			\$
☐	C. Under-carpet pad	地垫			\$
☐	D. Linoleum/Vinyl tiles	油布/油毡 / 地胶			\$
☐	E. Wood floor	复合板			\$
☐	F. Raised floor	地台			\$
☐	G. Double deck	双层展台			\$
☐					\$
3. Exhibit components					
☐	A. Backwall	背板			\$
☐	B. Conference area	会议区			\$
☐	C. Kitchen/Storage area	厨房区域 / 储存区			\$
☐	D. Reception counter	接待台			\$
☐	E. Bar area	休息区			\$
☐	F. Seating area	座谈区			\$
☐	G. Display counters	展示台			\$
☐	H. Identity tower/Kiosk	小亭子			\$
☐	I. Theater/Presentation area	展示区			\$
☐	J. Hanging signs/Identity	挂旗			\$
☐	K. Ceiling truss	顶部桁架			\$
☐					\$

Budget Information

Req.	Item	Item translation – Mandarin	Qty.	Size	Budget
4. Additional rental components					
	<i>A. Furniture</i>				
☐	a. Chairs	椅子			\$
☐	b. Tables	桌子			\$
☐	c. Sofa	沙发椅			\$
☐	d. End/Coffee table	茶几			\$
☐	f. Stools	凳子			\$
☐	e. Literature stand	资料架			\$
☐	g. Refrigerator	冰柜			\$
☐	h. Coffee maker	咖啡机			\$
☐					\$
	<i>B. Lighting</i>				
☐	a. Wall lights	射灯			\$
☐	b. Ceiling lights	筒灯			\$
☐	c. Theatrical truss lights	舞台灯			\$
☐	d. LED lights	LED灯			\$
☐					\$
	<i>C. Audio/Visual & Sound</i>				
☐	a. Monitors	显示屏			\$
☐	b. LED video wall	LED墙			\$
☐	c. Sound system	音响系统			\$
☐					\$

Budget Information

Req.	Item	Item translation – Mandarin	Qty.	Size	Budget
5. Custom Components					
☐	A.				\$
☐	B.				\$
☐	C.				\$
☐	D.				\$
☐	E.				\$
☐	F.				\$
☐	G.				\$
☐	H.				\$
☐	I.				\$
☐	J.				\$
☐					\$
	6. Graphics				
☐	A. Photo print/Overlay	照片纸 / 相纸打印			\$
☐	B. Fabric printed graphic/shape	喷绘布			\$
☐	C. Vinyl cut letters	即时贴刻字			\$
☐	D. Back-lighted photo	背打光灯片			\$
☐	E. Banner stand graphic	易拉宝			\$
☐	F. Vinyl banner	PVC挂旗			\$
☐	G. Cut-out letters/logo	即时贴字			\$
☐					\$

Budget Information

Req.	Item	Item translation – Mandarin	Qty.	Size	Budget
	7. Show Site Services				
☐	A. Set up drawings & Project management	搭建图纸及项目管理			\$
☐	B. Shipping to show site	运输至现场			\$
☐	C. Install & dismantle at show site with supervision	搭建及拆场			\$
☐	D. Drayage (Material handling)	现场叉车			\$
☐	E. Electric for Exhibit	展台用电			\$
☐	F. Electric/water/air for client product	设备用水、用电			\$
☐	G. Cleaning (Carpet vacuuming) (Required for US events)	清洁(地毯吸尘)			\$
☐	H. Catering (Food & Drinks)	餐饮服务			\$
☐	I. Reception/Hospitality	接待/礼仪			\$
☐	J. Floral (Plants & decorations)	鲜花(植物及装饰)			\$
☐					\$
		Tax/VAT			\$
		**BUDGET TOTAL			\$

****NOTE**

This RfP is for Budget purposes only. Person asking for the price quotation can fill in Quantities, but it is the responsibility of the Supplier to fill in accurate Sizes, Quantities, and Price Budget. If Budget outline is acceptable, Supplier to submit a formal quotation using their normal proposal form for approval signature and payment requirements.

Proposal request submitted by:	
Date:	
Project coordinator contact email address:	

Glossary

Mandarin version

Glossary of Exhibit Industry Words and Terms

Venues	Item translation – Mandarin	Exhibit Components	Item translation – Mandarin
Exposition	展览会	Office	办公区
Trade Show	贸易展览	Kitchen Area	厨房区域
Exhibit Hall	展厅	Storage Area	储存区
Venue	场地	Tower	门头
Booth/Stand	展位	Conference Room	会议室
Exhibit Builder	展览搭建商	Seating Area	座谈区
Exhibitor Kit	展商手册	Presentation Area	展示区
Exhibit Installation	展品搭建	Bar Area	休息区
Exhibit Dismantle	展品拆除	Hanging Sign	挂旗
		Double Deck Exhibit	双层展台
		Side Rail Wall	侧围板
		Backwall	背板
		Backwall Panel	背墙板
		Backwall Drape	背景布
		Return Panel	弹簧板
		Base Plate	底板
		Exhibit Counter	展柜
		Reception Counter	接待台
		Bar Counter	吧台
		Kiosk	小亭子
		Desk	桌子
		Pedestal	小展柜
		Cafe Table	咖啡桌
		Glass Showcase	玻璃展柜
		Podium	演讲台
		Lockable Storage	带锁储藏柜
		Literature Stand	资料架
		Light Box	灯箱
		Showcase Lighting	展柜灯
		Base Lighting	基础照明
		Ceiling Panels	天花板
		Fabric Frames	绷布框架
		Modular Frames	型材结构
		System Locks	型材锁
		Panel Inserts	插入式面板

Hall Components	Item translation – Mandarin
Aisle	通道
Aisle Carpet	通道地毯
Floor Service Ports	地面设施接口
Hall Column	展厅立柱
Utility Access Space	公共设施
Pipe and Drape	挂旗
Hanging Sign	悬挂标识
Ceiling Height	室内净高
Height Restriction	限高
Corner Booth/Stand	拐角展台
Peninsula Display	三面开展台
Island Display	四面开展台

Graphics	Item translation – Mandarin
Photo Overlay	照片纸
Laminated Graphic	覆膜画面
Posters	海报
Vinyl Banners	PVC挂旗
Fabric Graphic	喷绘布
Cutout Letters	即时贴字
Back Lighted Photo	背打光灯片

Glossary

Exhibit Materials	Item translation – Mandarin
Velcro	魔术贴
Plastic Laminate	防火板
Steel Frames	钢结构
Painted Finish	油漆饰面
Wall Covering	涂料饰面
Vinyl Covering	贴面饰面
Roto-Lock	旋转锁
Foam Core	泡沫板
Duck Tape	防水胶带
Visqueen Plastic	塑料缠绕膜
Sintra	雪弗板

Colors	Item translation – Mandarin
Red	红色
Yellow	黄色
Blue	蓝色
Green	绿色
Purple	紫色
Orange	橘色
Black	黑色
White	白色
Grey	灰色
Natural Finish	天然表面层色
PMS- Pantone System	潘通色卡

Furniture & Accessories	Item translation – Mandarin
Stanchions	支柱
Wastebasket	垃圾桶
Coat Rack	衣架
Literature Stand	资料架
Bag Stand	包架
Easel	画架
Circle Table	圆桌
Side Chairs	无扶手椅
Sofa Chairs	沙发椅
Conference Table	会议桌
Stool	凳子

Install Materials	Item translation – Mandarin
Crate	板条箱
Skid/Pallet	托盘
Pad Wrapped	地垫
Cherry Picker Lift	车载升降台
Fork Lift	叉车
Scissor Lift	杠杆式升降机
Ladder	工程梯
Scaffold	脚手架
Tool Gang Box	工具箱
Floor Plan Drawing	平面图
Elevations	立面图
Color Rendering	效果图

Flooring	Item translation – Mandarin
Raised Floor	地台
Second Level	两层
Stairway	楼梯
Stair Rail	楼梯扶手
Ramp	坡道板
Steps	台阶
US Carpet	US地毯
Int'l Carpet	Int'l地毯
Carpet Squares	方（块）毯
Vinyl Tiles	地胶
Linolium	油布/油毡
Wood Floor Surface	复合板
Stone Floor Surface	石材地板
Back lighted Floor	发光地板
Edge Trimming	切边
Carpet Tape	地毯胶

Lighting /AV	Item translation – Mandarin
Stem Lights	铲灯
Recessed Lights	嵌入式灯
Track Lights	轨道灯
LED Lighting	LED灯
Fluorescent Lights	日光灯

Glossary

Refrigerator	冰柜
Microwave Warmer	微波炉
Dishes	盘子
Coffee Maker	咖啡机
Hot Water Maker	热水壶

Show Site Terms	Item translation – Mandarin
Payment Terms	
Catering Service	餐饮服务
Exhibit Installer/EAC	安装工
Exhibitor	参展商
Exhibitor Manual	展商手册
General Contractor	总包商
AV Contractor	音响视频承包商
Exhibit Service Desk	展场服务台
Drayage	现场叉车
Forklift Teamsters	升降机驾驶员
Internet Line	网线
Move in Date	进场日
Rigger	装配工
Storage Warehouse	储藏室
Truck	手推车
Freight Dock	卸货区
Certificate of Insurance	保险单
Worker ID Badge	工作证

Transformer	变压器
Theatre Lights	舞台灯
Lighting Truss	灯架
Halogen Light	金卤灯
Sound System	音响系统
Monitor	显示屏
LED Video Panels	LED墙
Union Electrician	电工
Live Presenters	现场解说
Reception/Hostess	接待/礼仪