

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.

Dutch/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 – Dutch	Size	Color
			Indicate feet/inches (length/width) for North America shows and meters for all other country shows	
☐	A. US carpet	US Tapijt		Choose color
☐	B. International carpet	Tapijt		Choose color
☐	C. Under-carpet pad			Choose color
☐	D. Linoleum/Vinyl tiles	Linolium		Choose color
☐	E. Wood floor	Houten vloer		Choose color
☐	F. Raised floor	Verhoogde vloeren		Choose color
☐	G. Double deck	Dubbeldek		Choose color
☐				Choose color
Further comments and descriptions				

Exhibit Design Requirements

3. Exhibit Components

Req.	Qty.	Item	Item translation – Dutch	Further comments
☐		A. Backwall	Achtergrond	
☐		B. Conference area	Conferentiezaal	
☐		C. Kitchen/Storage area	Keuken/Stapelruimte	
☐		D. Reception counter	Reseptiebalie	
☐		E. Bar area	Bar	
☐		F. Seating area	Zitruimte	
☐		G. Display counters		
☐		H. Identity tower/Kiosk	Identiteit Toren/Kiosk	
☐		I. Theater/Presentation area	Theater/Presentatieruimte	
☐		J. Hanging signs/Identity	Uithangbord/Identiteit	
☐		K. Ceiling truss		
☐				

Exhibit Design Requirements

4. Rental Components

A Furniture

Req.	Qty.	Item	Item translation – Dutch	Further comments
☐		a. Chairs	Stoelen	
☐		b. Tables	Tafels	
☐		c. Sofa	Zetels	
☐		d. End/Coffee table		
☐		e. Stools		
☐		f. Literature stand	Folderrek	
☐		g. Refrigerator	Koelkast	
☐		h. Coffee maker	Koffie machine	
☐				

Further comments and description

Exhibit Design Requirements

B Lighting				
Req.	Qty.	Item	Item translation – Dutch	Further comments
☐		a. Wall lights		
☐		b. Ceiling lights		
☐		c. Theatrical truss lights	Speciale Theater Vernichtung	
☐		d. LED lights	LED verlichting	
☐				
Further comments and description				
C Audio/Visual & Sound				
Req.	Qty.	Item	Item translation – Dutch	Further comments
☐		a. Monitors	Monitoren	
☐		b. LED video wall	LED Monitoren	
☐		c. Sound system	Geluid systemen	
☐				
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 – Dutch	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 – Dutch	Qty.	Size	Further comments
☐	A. Photo print/Overlay	Haaklat ophang systeem			
☐	B. Fabric printed graphic/shape	Grafisch bedrukte doeken			
☐	C. Vinyl cut letters				
☐	D. Back-lighted photo	Lichtbak Grafieken			
☐	E. Banner stand graphic				
☐	F. Vinyl banner	Vinyl Banner			
☐	G. Cut-out letters/logo	Uitgesneden teksten			
☐					

Further comments and description

Exhibit Design Requirements

7. Show Site Services

Req.	Item	Item translation – Dutch	Further comments
☐	A. Set up drawings & Project management		
☐	B. Shipping to show site		
☐	C. Install & dismantle at show site with supervision		
☐	D. Drayage (Material handling)	Vorklift	
☐	E. Electric for Exhibit		
☐	F. Electric/water/air for client product		
☐	G. Cleaning (Carpet vacuuming) (Required for US events)		
☐	H. Catering (Food & Drinks)	Catering	
☐	I. Reception/Hospitality		
☐	J. Floral (Plants & decorations)		

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 – Dutch	Qty.	Size	Budget
2. Flooring					
☐	A. US carpet	US Tapijt			\$
☐	B. International carpet	Tapijt			\$
☐	C. Under-carpet pad				\$
☐	D. Linoleum/Vinyl tiles	Linolium			\$
☐	E. Wood floor	Houten vloer			\$
☐	F. Raised floor	Verhoogde vloeren			\$
☐	G. Double deck	Dubbeldek			\$
☐					\$
3. Exhibit components					
☐	A. Backwall	Achtergrond			\$
☐	B. Conference area	Conferentiezaal			\$
☐	C. Kitchen/Storage area	Keuken/Stapelruimte			\$
☐	D. Reception counter	Reseptiebalie			\$
☐	E. Bar area	Bar			\$
☐	F. Seating area	Zitruimte			\$
☐	G. Display counters				\$
☐	H. Identity tower/Kiosk	Identiteit Toren/Kiosk			\$
☐	I. Theater/Presentation area	Theater/Presentatieruimte			\$
☐	J. Hanging signs/Identity	Uithangbord/Identiteit			\$
☐	K. Ceiling truss				\$
☐					\$

Budget Information

Req.	Item	Item translation – Dutch	Qty.	Size	Budget
4. Additional rental components					
	<i>A. Furniture</i>				
☐	a. Chairs	Stoelen			\$
☐	b. Tables	Tafels			\$
☐	c. Sofa	Zetels			\$
☐	d. End/Coffee table				\$
☐	f. Stools	Stoel			\$
☐	e. Literature stand	Folderrek			\$
☐	g. Refrigerator	Koelkast			\$
☐	h. Coffee maker	Koffie machine			\$
☐					\$
	<i>B. Lighting</i>				
☐	a. Wall lights				\$
☐	b. Ceiling lights				\$
☐	c. Theatrical truss lights	Speciale Theater Vernichtung			\$
☐	d. LED lights	LED verlichting			\$
☐					\$
	<i>C. Audio/Visual & Sound</i>				
☐	a. Monitors	Monitoren			\$
☐	b. LED video wall	LED Monitoren			\$
☐	c. Sound system	Guluid systemen			\$
☐					\$

Budget Information

Req.	Item	Item translation – Dutch	Qty.	Size	Budget
5. Custom Components					
☐	A.				\$
☐	B.				\$
☐	C.				\$
☐	D.				\$
☐	E.				\$
☐	F.				\$
☐	G.				\$
☐	H.				\$
☐	I.				\$
☐	J.				\$
☐					\$
	6. Graphics				
☐	A. Photo print/Overlay	Haaklat ophang systeem			\$
☐	B. Fabric printed graphic/shape	Grafisch bedrukte doeken			\$
☐	C. Vinyl cut letters				\$
☐	D. Back-lighted photo	Lichtbak Grafieken			\$
☐	E. Banner stand graphic				\$
☐	F. Vinyl banner	Vinyl Banner			\$
☐	G. Cut-out letters/logo	Uitgesneden teksten			\$
☐					\$

Budget Information

Req.	Item	Item translation – Dutch	Qty.	Size	Budget
	7. Show Site Services				
☐	A. Set up drawings & Project management				\$
☐	B. Shipping to show site				\$
☐	C. Install & dismantle at show site with supervision				\$
☐	D. Drayage (Material handling)	Vorklift			\$
☐	E. Electric for Exhibit				\$
☐	F. Electric/water/air for client product				\$
☐	G. Cleaning (Carpet vacuuming) (Required for US events)				\$
☐	H. Catering (Food & Drinks)	Catering			\$
☐	I. Reception/Hospitality				\$
☐	J. Floral (Plants & decorations)				\$
☐					\$
		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

Dutch version

Glossary of Exhibit Industry Words and Terms

Venues	Item translation – Dutch	Exhibit Components	Item translation – Dutch
Exposition	Tentoonstelling	Office	Bureel
Trade Show	Handelsbeurs	Kitchen Area	Keuken
Exhibit Hall	Tentoonstellinghal	Storage Area	Stapelruimte
Venue	Locatie	Tower	Toren
Booth/Stand	Stand	Conference Room	Conferentiezaal
Exhibit Builder	Standbouwer	Seating Area	Zitruimte
Exhibitor Kit	Tentoonstelling Kit	Presentation Area	Presentatieruimte
Exhibit Installation	Standopbouw	Bar Area	Bar
Exhibit Dismantle	Afbouw van de stand	Hanging Sign	
		Double Deck Exhibit	Dubbeldek stand
		Side Rail Wall	Borstwerings paneel
		Backwall	Achtergrond
		Backwall Panel	Achtergrond paneel
		Backwall Drape	Achtergrond doek
		Return Panel	Retourwand
		Base Plate	Basisplaat
		Exhibit Counter	Kabel
		Reception Counter	Reseptiebalie
		Bar Counter	Barmeubel
		Kiosk	Kiosk
		Desk	Bureau
		Pedestal	
		Cafe Table	Cafetoog
		Glass Showcase	Vitrinekast
		Podium	Podium
		Lockable Storage	Afsluitbare berging
		Literature Stand	Folderrek
		Light Box	Lichtkas
		Showcase Lighting	Lichtbak Verlichting
		Base Lighting	Basis Verlichting
		Ceiling Panels	Plafondpanelen
		Fabric Frames	Panelen met aluminium rand
		Modular Frames	Modulaire Systeempkaders
		System Locks	Systeem sloten
		Panel Inserts	Schroefdraadbus

Hall Components	Item translation – Dutch
Aisle	Eiland
Aisle Carpet	Eiland met Tapijt
Floor Service Ports	Beneden deuren
Hall Column	Pijler (pilaar-kolom)
Utility Access Space	Nuttige toegang
Pipe and Drape	Pipe and Drape
Hanging Sign	Uithangbord
Ceiling Height	Plafondhoogte
Height Restriction	Hoogte beperking
Corner Booth/Stand	Hoekstand
Peninsula Display	3 zijden display
Island Display	Eiland display

Graphics	Item translation – Dutch
Photo Overlay	Haaklat ophang systeem
Laminated Graphic	Gelamineerde grafieken
Posters	Posters
Vinyl Banners	Vinyl Banner
Fabric Graphic	Grafisch bedrukte doeken
Cutout Letters	Uitgesneden teksten
Back Lighted Photo	Lichtbak Grafieken

Glossary

Exhibit Materials	Item translation – Dutch
Velcro	Klitteband
Plastic Laminate	Plastic Laminate
Steel Frames	Stalen kaders
Painted Finish	Geschildere afwerking
Wall Covering	Wandbekleding
Vinyl Covering	Vinyl Bekleding
Roto-Lock	Roto slot
Foam Core	Schuimkern
Duck Tape	Duckt tape
Visqueen Plastic	Rekfolie/Wikkelfolie
Sintra	Hardschuim PVC plaat

Colors	Item translation – Dutch
Red	Rood
Yellow	Geel
Blue	Blauw
Green	Groen
Purple	Purper
Orange	Oranje
Black	Zwart
White	Wit
Grey	Grijs
Natural Finish	Natuur afwerking
PMS- Pantone System	PMS

Furniture & Accessories	Item translation – Dutch
Stanchions	
Wastebasket	Vuilnisbak
Coat Rack	Kapstok
Literature Stand	Folderrek
Bag Stand	
Easel	
Circle Table	Ronde tafels
Side Chairs	Bijzet stoelen
Sofa Chairs	Zetels
Conference Table	Congres tafel
Stool	Stoel

Install Materials	Item translation – Dutch
Crate	Krat
Skid/Pallet	Pallet
Pad Wrapped	In pakdekens gewikkeld
Cherry Picker Lift	Telescopische hoogwerker
Fork Lift	Vorklift
Scissor Lift	Schaarlift
Ladder	Ladder
Scaffold	Stelling
Tool Gang Box	Geredschapskoffer
Floor Plan Drawing	Grondplan tekening
Elevations	Aanzichten
Color Rendering	Rendering

Flooring	Item translation – Dutch
Raised Floor	Verhoogde vloeren
Second Level	Tweede verdieping
Stairway	Trap
Stair Rail	Trappleuning
Ramp	Ramp
Steps	Treden
US Carpet	US Tapijt
Int'l Carpet	Tapijt
Carpet Squares	Tapijt tegels
Vinyl Tiles	
Linolium	Linolium
Wood Floor Surface	Houten vloer
Stone Floor Surface	Tegelvloer
Back lighted Floor	Verlichte vloer
Edge Trimming	Kantafwerking
Carpet Tape	Dubbelzijdige kleefband

Lighting /AV	Item translation – Dutch
Stem Lights	Verlichting
Recessed Lights	Inbouwspots
Track Lights	
LED Lighting	LED verlichting
Fluorescent Lights	Fluo lampen

Glossary

Refrigerator	Koelkast
Microwave Warmer	Microgolf oven
Dishes	Vaat
Coffee Maker	Koffie machine
Hot Water Maker	Boiler

Show Site Terms	Item translation – Dutch
Payment Terms	Betalings kondities
Catering Service	Catering
Exhibit Installer/EAC	Standbouwer
Exhibitor	Tentoonsteller
Exhibitor Manual	Exposanten lijst
General Contractor	Algemene aannemer
AV Contractor	AV Kontraktor
Exhibit Service Desk	Servicebalie
Drayage	Vorklift
Forklift Teamsters	Vorklift aannemer
Internet Line	Internet Lijn
Move in Date	Datum van aankomst
Rigger	Takelaar (persoon die takelt)
Storage Warehouse	Stapelruimte
Truck	Vrachtwagen
Freight Dock	Laad dok
Certificate of Insurance	Verzekerings certificaat
Worker ID Badge	Badge

Transformer	Transformator
Theatre Lights	Speciale Theater Vernichtung
Lighting Truss	Trussen verlichting
Halogen Light	Halogeen lampen
Sound System	Guluid systemen
Monitor	Monitoren
LED Video Panels	LED Monitoren
Union Electrician	Elektriker- Federatie
Live Presenters	Live Presentatoren
Reception/Hostess	Ontvangst hostes