

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.

French/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 – French	Size	Color
			Indicate feet/inches (length/width) for North America shows and meters for all other country shows	
☐	A. US carpet	Moquette US		Choose color
☐	B. International carpet	Moquette Internationales		Choose color
☐	C. Under-carpet pad			Choose color
☐	D. Linoleum/Vinyl tiles	Linoléum/Carrés de Vinyle		Choose color
☐	E. Wood floor	Surfaces de plancher en bois		Choose color
☐	F. Raised floor	Planchers surélevés		Choose color
☐	G. Double deck	Stand d'exposition à deux étages		Choose color
☐				Choose color
Further comments and descriptions				

Exhibit Design Requirements

3. Exhibit Components

Req.	Qty.	Item	Item translation – French	Further comments
☐		A. Backwall	Mur arrière	
☐		B. Conference area		
☐		C. Kitchen/Storage area	Zone de Cuisine/Aire de Stockage	
☐		D. Reception counter	Comptoir de réception	
☐		E. Bar area	Zone de Restauration	
☐		F. Seating area	Zone de Repos	
☐		G. Display counters		
☐		H. Identity tower/Kiosk	Kiosque	
☐		I. Theater/Presentation area	Zone de Présentation	
☐		J. Hanging signs/Identity	Panneau Suspendu	
☐		K. Ceiling truss		
☐				

Exhibit Design Requirements

4. Rental Components

A Furniture

Req.	Qty.	Item	Item translation – French	Further comments
☐		a. Chairs	Sièges	
☐		b. Tables	Tables	
☐		c. Sofa	Sièges de canapé	
☐		d. End/Coffee table		
☐		e. Stools	Tabouret	
☐		f. Literature stand	Présentoir de documentation	
☐		g. Refrigerator	Réfrigérateur	
☐		h. Coffee maker	Cafetière	
☐				

Further comments and description

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Exhibit Design Requirements

B Lighting				
Req.	Qty.	Item	Item translation – French	Further comments
☐		a. Wall lights		
☐		b. Ceiling lights		
☐		c. Theatrical truss lights	Eclairage spécial de théâtre	
☐		d. LED lights	Eclairage par DEL à changement de color	
☐				
Further comments and description				
C Audio/Visual & Sound				
Req.	Qty.	Item	Item translation – French	Further comments
☐		a. Monitors	Moniteurs	
☐		b. LED video wall	Boîtiers à LED	
☐		c. Sound system	Systèmes de Sonorisation	
☐				
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 – French	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 – French	Qty.	Size	Further comments
☐	A. Photo print/Overlay	Recouvrement de Photos			
☐	B. Fabric printed graphic/shape	Toiles pour Graphismes			
☐	C. Vinyl cut letters				
☐	D. Back-lighted photo	Graphismes rétroéclairés			
☐	E. Banner stand graphic	Graphismes rétroéclairés			
☐	F. Vinyl banner	Bannière en vinyle			
☐	G. Cut-out letters/logo	Lettres Découpées			
☐					

Further comments and description

Exhibit Design Requirements

7. Show Site Services

Req.	Item	Item translation – French	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)	Frais de factage	
☐	E. Electric for Exhibit		
☐	F. Electric/water/air for client product		
☐	G. Cleaning (Carpet vacuuming) (Required for US events)		
☐	H. Catering (Food & Drinks)	Restauration	
☐	I. Reception/Hospitality	Hôte d'accueil	
☐	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 – French	Qty.	Size	Budget
2. Flooring					
☐	A. US carpet	Moquette US			\$
☐	B. International carpet	Moquette Internationales			\$
☐	C. Under-carpet pad				\$
☐	D. Linoleum/Vinyl tiles	Linoléum/Carrés de Vinyle			\$
☐	E. Wood floor	Surfaces de plancher en bois			\$
☐	F. Raised floor	Planchers surélevés			\$
☐	G. Double deck	Stand d'exposition à deux étages			\$
☐					\$
3. Exhibit components					
☐	A. Backwall	Mur arrière			\$
☐	B. Conference area	Conferentiezaal			\$
☐	C. Kitchen/Storage area	Zone de Cuisine/Aire de Stockage			\$
☐	D. Reception counter	Comptoir de réception			\$
☐	E. Bar area	Zone de Restauration			\$
☐	F. Seating area	Zone de Repos			\$
☐	G. Display counters				\$
☐	H. Identity tower/Kiosk	Kiosque			\$
☐	I. Theater/Presentation area	Zone de Présentation			\$
☐	J. Hanging signs/Identity	Panneau Suspendu			\$
☐	K. Ceiling truss				\$
☐					\$

Budget Information

Req.	Item	Item translation – French	Qty.	Size	Budget
4. Additional rental components					
	<i>A. Furniture</i>				
☐	a. Chairs	Sièges			\$
☐	b. Tables	Tables			\$
☐	c. Sofa	Sièges de canapé			\$
☐	d. End/Coffee table				\$
☐	f. Stools	Tabouret			\$
☐	e. Literature stand	Présentoir de documentation			\$
☐	g. Refrigerator	Réfrigérateur			\$
☐	h. Coffee maker	Cafetière			\$
☐					\$
	<i>B. Lighting</i>				
☐	a. Wall lights				\$
☐	b. Ceiling lights				\$
☐	c. Theatrical truss lights	Eclairage spécial de théâtre			\$
☐	d. LED lights	Eclairage par DEL à changement de color			\$
☐					\$
	<i>C. Audio/Visual & Sound</i>				
☐	a. Monitors	LED video wall			\$
☐	b. LED video wall	Boîtiers à LED			\$
☐	c. Sound system	Systèmes de Sonorisation			\$
☐					\$

Budget Information

Req.	Item	Item translation – French	Qty.	Size	Budget
5. Custom Components					
☐	A.				\$
☐	B.				\$
☐	C.				\$
☐	D.				\$
☐	E.				\$
☐	F.				\$
☐	G.				\$
☐	H.				\$
☐	I.				\$
☐	J.				\$
☐					\$
	6. Graphics				
☐	A. Photo print/Overlay	Recouvrement de Photos			\$
☐	B. Fabric printed graphic/shape	Toiles pour Graphismes			\$
☐	C. Vinyl cut letters				\$
☐	D. Back-lighted photo	Graphismes rétroéclairés			\$
☐	E. Banner stand graphic				\$
☐	F. Vinyl banner	Bannière en vinyle			\$
☐	G. Cut-out letters/logo	Lettres Découpées			\$
☐					\$

Budget Information

Req.	Item	Item translation – French	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)	Frais de factage			\$
☐	E. Electric for Exhibit				\$
☐	F. Electric/water/air for client product				\$
☐	G. Cleaning (Carpet vacuuming) <i>(Required for US events)</i>				\$
☐	H. Catering (Food & Drinks)	Restauration			\$
☐	I. Reception/Hospitality	Hôte d'accueil			\$
☐	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

French version

Glossary of Exhibit Industry Words and Terms

Venues	Item translation – French	Exhibit Components	Item translation – French
Exposition	Exposition	Office	Bureau
Trade Show	Salon Professionnel	Kitchen Area	Zone de Cuisine
Exhibit Hall	Hall d'exposition	Storage Area	Aire de Stockage
Venue	Lieu	Tower	Tour
Booth/Stand	Stand	Conference Room	Salle de Conférence
Exhibit Builder	Concepteur	Seating Area	Zone de Repos
Exhibitor Kit	Kit d'exposition	Presentation Area	Zone de Présentation
Exhibit Installation	Installation d'exposition	Bar Area	Zone de Restauration
Exhibit Dismantle	Demontage	Hanging Sign	Panneau Suspendu
		Double Deck Exhibit	Stand d'exposition à deux étages
		Side Rail Wall	Mur à Rails
		Backwall	Mur arrière
		Backwall Panel	Panneau arrière
		Backwall Drape	Draperie de mur arrière
		Return Panel	Panneau de retour
		Base Plate	Plaque de Base
		Exhibit Counter	ComptStand d'oir d'exposition
		Reception Counter	Comptoir de réception
		Bar Counter	Comptoir de Bar
		Kiosk	Kiosque
		Desk	Bureau
		Pedestal	Comptoir d' exposition de products
		Cafe Table	Comptoir de café
		Glass Showcase	Vitrine d' exposition
		Podium	Podium
		Lockable Storage	Armoire de rangement verrouillable
		Literature Stand	Présentoir de documentation
		Light Box	Boîte de lumière
		Showcase Lighting	Eclairage de vitrine
		Base Lighting	Eclairage de Base
		Ceiling Panels	Panneaux de plafond
		Fabric Frames	Panneaux graphiques en aluminium
		Modular Frames	Cadres de Système modulaire
		System Locks	Système de verrous
		Panel Inserts	Inserts de panneaux

Hall Components	Item translation – French
Aisle	Allee
Aisle Carpet	Moquette Allee
Floor Service Ports	Prises de courant au sol
Hall Column	Colonne de Hall
Utility Access Space	Zone de services publics
Pipe and Drape	Tuyauterie et draperie
Hanging Sign	Panneaux d'affichage
Ceiling Height	Hauteur sous plafond
Height Restriction	Restrictions de Hauteur
Corner Booth/Stand	Stand de coin
Peninsula Display	Stand sous forme de presqu'île
Island Display	stand sous forme d'île

Graphics	Item translation – French
Photo Overlay	Recouvrement de Photos
Laminated Graphic	Graphiques Stratifiés
Posters	Affiches
Vinyl Banners	Bannière en vinyle
Fabric Graphic	Toiles pour Graphismes
Cutout Letters	Lettres Découpées
Back Lighted Photo	Graphismes rétroéclairés

Glossary

Exhibit Materials	Item translation – French
Velcro	Bande Velcro
Plastic Laminate	Plastique Stratifié
Steel Frames	Cadres en Acier
Painted Finish	Finition Peinte
Wall Covering	Revêtement Mural
Vinyl Covering	Revêtement de vinyle
Roto-Lock	Rotolock
Foam Core	Coeur en Mousse
Duck Tape	Ruban adhésif
Visqueen Plastic	Plastique Visqueen
Sintra	Sintra Material

Colors	Item translation – French
Red	Rouge
Yellow	Jaune
Blue	Bleu
Green	Vert
Purple	Pourpre
Orange	Orange
Black	Noir
White	Blanc
Grey	Gris
Natural Finish	Finition Naturelle
PMS- Pantone System	Nuancier Pantone

Furniture & Accessories	Item translation – French
Stanchions	Etais
Wastebasket	Poubelles
Coat Rack	Porte-manteau
Literature Stand	Présentoir de documentation
Bag Stand	Support à sacs
Easel	Chevalet
Circle Table	Tables Circulaires
Side Chairs	Sièges latéraux
Sofa Chairs	Sièges de canapé
Conference Table	Table de Conférence
Stool	Tabouret

Install Materials	Item translation – French
Crate	Caisse
Skid/Pallet	Châssis mobile/palette
Pad Wrapped	Patin enveloppé
Cherry Picker Lift	Plate-forme élévatrice
Fork Lift	Chariot-élévateur à fourche
Scissor Lift	Table élévatrice à ciseaux
Ladder	Echelle
Scaffold	Echafaudage
Tool Gang Box	
Floor Plan Drawing	Plan d'implantation
Elevations	Plan d'élévation
Color Rendering	Rendu

Flooring	Item translation – French
Raised Floor	Planchers surélevés
Second Level	Deuxième étage
Stairway	Escalier
Stair Rail	Rampe d'escalier
Ramp	Rampe
Steps	Marches
US Carpet	Moquette US
Int'l Carpet	Moquette Internationales
Carpet Squares	Carrés de Moquette
Vinyl Tiles	Carrés de Vinyle
Linolium	Linoléum
Wood Floor Surface	Surfaces de plancher en bois
Stone Floor Surface	Surfaces de plancher en pierre
Back lighted Floor	Plancher rétroéclairé
Edge Trimming	Découpage de bords
Carpet Tape	Ruban de Moquette

Lighting /AV	Item translation – French
Stem Lights	Eclairage sur tige
Recessed Lights	Eclairage encastré
Track Lights	Eclairage sur rail
LED Lighting	Eclairage par DEL à changement de color
Fluorescent Lights	Lampes Fluorescentes

Glossary

Refrigerator	Réfrigérateur
Microwave Warmer	Four à micro-ondes
Dishes	Plats
Coffee Maker	Cafetière
Hot Water Maker	Bouilloire à eau chaude

Show Site Terms	Item translation – French
Payment Terms	Modalités de paiement
Catering Service	Restauration
Exhibit Installer/EAC	Exposant désigné pour l'exposition
Exhibitor	Exposant
Exhibitor Manual	Manuel de l'exposant
General Contractor	Entrepreneur général
AV Contractor	AV sous-traitant du salon
Exhibit Service Desk	Bureau de Service
Drayage	Frais de factage
Forklift Teamsters	Chariot-élévateur à fourche
Internet Line	Liaison internet
Move in Date	Date d'emménagement
Rigger	Accrocheur
Storage Warehouse	Entrepôt de stockage
Truck	Camion
Freight Dock	Quai de chargement
Certificate of Insurance	
Worker ID Badge	Badge d'exposant

Transformer	Transformateur
Theatre Lights	Eclairage spécial de théâtre
Lighting Truss	Cadres à treillis
Halogen Light	Lampes à halogène
Sound System	Systèmes de Sonorisation
Monitor	Moniteurs
LED Video Panels	Boîtiers à LED
Union Electrician	Electricien Syndicat
Live Presenters	Présentoirs en direct
Reception/Hostess	Hôtesse/hôte d'accueil