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.

German/English version

RfP for Trade Show/Event Services

German/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

Exhibit Origin

Shipping from:

Client Product Origin

Shipping from:

2. Flooring

Req.	Item	Item translation – German	Size *Indicate feet/inches (length/width) for North America shows and meters for all other country shows*	Color
☐	A. US carpet	US Teppich		Choose color
☐	B. International carpet	Internationaler Teppich		Choose color
☐	C. Under-carpet pad	Under-carpet pad		Choose color
☐	D. Linoleum/Vinyl tiles	Linoleum/Kunststoff Fliesen		Choose color
☐	E. Wood floor	Holz-Laminat		Choose color
☐	F. Raised floor	Bodenpodest		Choose color
☐	G. Double deck	Zweigeschoss		Choose color
☐				Choose color

Further comments and descriptions

3. Exhibit Components

Req.	Qty.	Item	Item translation – German	Further comments
☐		A. Backwall	Rueckwaende	
☐		B. Conference area	Konferenzbereich	
☐		C. Kitchen/Storage area	Kueche/Lager	
☐		D. Reception counter	Empfangstheke	
☐		E. Bar area	Barbereich	
☐		F. Seating area	Sitzbereich	
☐		G. Display counters	Praesentationstheke/Praesenter	
☐		H. Identity tower/Kiosk	Arbeitsstation	
☐		I. Theater/Presentation area	Vortragsbereich	
☐		J. Hanging signs/Identity	Abhaengung	
☐		K. Ceiling truss	Deckentruss	
☐				

4. Rental Components

A *Furniture*

Req.	Qty.	Item	Item translation – German	Further comments
☐		a. Chairs	Stuehle	
☐		b. Tables	Tische	
☐		c. Sofa	Sessel & Sofas	
☐		d. End/Coffee table	Kaffeetisch	
☐		e. Stools	Barstuehle	
☐		f. Literature stand	Prospekstaender	
☐		g. Refrigerator	Kuehlschrank	
☐		h. Coffee maker	Kaffeemaschine	
☐				

Further comments and description

Exhibit Design Requirements

B Lighting

Req.	Qty.	Item	Item translation – German	Further comments
☐		a. Wall lights	Wandleuchten/Displayspots	
☐		b. Ceiling lights	Deckenleuchten	
☐		c. Theatrical truss lights	Theaterscheinwerfer	
☐		d. LED lights	LED Leuchten	
☐				

Further comments and description

C Audio/Visual & Sound

Req.	Qty.	Item	Item translation – German	Further comments
☐		a. Monitors	Monitore	
☐		b. LED video wall	LED-Wand	
☐		c. Sound system	Lautsprecheranlage	
☐				

Further comments and description

5. Custom Components

Specialty display components, to be custom-fabricated. Fill in each specialty item needed.

Req.		Item	Item translation – German	Qty.	Size
☐	a.				
☐	b.				
☐	c.				
☐	d.				
☐	e.				
☐	f.				
☐	g.				
☐	h.				
☐	i.				
☐	j.				

Further comments and description

6. Graphics

Req.	Item	Item translation – German	Qty.	Size	Further comments
☐	A. Photo print/Overlay	Photodruck mit Schutzfolie			
☐	B. Fabric printed graphic/shape	Stoff Grafik/Stoff-Banner			
☐	C. Vinyl cut letters	Profilbuchstaben			
☐	D. Back-lighted photo	Hinterleuchtetes Foto			
☐	E. Banner stand graphic	Bannerstaender Grafik			
☐	F. Vinyl banner	Kunststoff-Banner			
☐	G. Cut-out letters/logo	Text Plots			
☐					

Further comments and description

Exhibit Design Requirements

7. Show Site Services

Req.	Item	Item translation – German	Further comments
☐	**A. Set up drawings & Project management**	**Durchfuehrungsplanung & Projektmanagement**	
☐	**B. Shipping to show site**	**Transporte**	
☐	**C. Install & dismantle at show site with supervision**	**Auf- & Abbau inkl. Montageleitung**	
☐	**D. Drayage** (Material handling)	**Drayage**	
☐	**E. Electric for Exhibit**	**Elektroanschluss**	
☐	**F. Electric/water/air for client product**	**Elektro/Wasser/Druckluft für Kundenexponat**	
☐	**G. Cleaning** (Carpet vacuuming) *(Required for US events)*	**Standreinigung**	
☐	**H. Catering** (Food & Drinks)	**CateringService**	
☐	**I. Reception/Hospitality**	**Empfang**	
☐	**J. Floral** (Plants & decorations)	**Blumendekoration**	

Attachments (include attachment in email when returning form)

☐	Yes ☐	**Type of attachment** *(floor plan, electric layouts, carpet layouts, AV, Order form, etc)*	
☐	No		

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:	

Special requests

Further comments regarding client needs

Exhibit partner/supplier representatives at show site

Dates that exhibit partner/supplier reps will attend event		
	to	

Budget Information

9. Price Budget for Category Item

Req.	Item	Item translation – German	Qty.	Size	Budget
2. Flooring					
☐	A. US carpet	US Teppich			$
☐	B. International carpet	Internationaler Teppich			$
☐	C. Under-carpet pad	Under-carpet pad			$
☐	D. Linoleum/Vinyl tiles	Linoleum/Kunststoff Fliesen			$
☐	E. Wood floor	Holz-Laminat			$
☐	F. Raised floor	Bodenpodest			$
☐	G. Double deck	Zweigeschoss			$
☐					$
3. Exhibit components					
☐	A. Backwall	Rueckwaende			$
☐	B. Conference area	Konferenzbereich			$
☐	C. Kitchen/Storage area	Kueche/Lager			$
☐	D. Reception counter	Empfangstheke			$
☐	E. Bar area	Barbereich			$
☐	F. Seating area	Sitzbereich			$
☐	G. Display counters	Praesentationstheke/Praesenter			$
☐	H. Identity tower/Kiosk	Arbeitsstation			$
☐	I. Theater/Presentation area	Vortragsbereich			$
☐	J. Hanging signs/Identity	Abhaengung			$
☐	K. Ceiling truss	Deckentruss			$
☐					$

Budget Information

Req.	Item	Item translation – German	Qty.	Size	Budget
4. Additional rental components					
	A. Furniture				
☐	a. Chairs	Stuehle			$
☐	b. Tables	Tische			$
☐	c. Sofa	Sessel & Sofas			$
☐	d. End/Coffee table	Kaffeetisch			$
☐	f. Stools	Barstuehle			$
☐	e. Literature stand	Prospekstaender			$
☐	g. Refrigerator	Kuehlschrank			$
☐	h. Coffee maker	Kaffeemaschine			$
☐					$
	B. Lighting				
☐	a. Wall lights	Wandleuchten/Displayspots			$
☐	b. Ceiling lights	Deckenleuchten			$
☐	c. Theatrical truss lights	Theaterscheinwerfer			$
☐	d. LED lights	LED Leuchten			$
☐					$
	C. Audio/Visual & Sound				
☐	a. Monitors	Monitore			$
☐	b. LED video wall	LED-Wand			$
☐	c. Sound system	Lautsprecheranlage			$
☐					$

Budget Information

Req.	Item	Item translation – German	Qty.	Size	Budget
5. Custom Components					
☐	A.				$
☐	B.				$
☐	C.				$
☐	D.				$
☐	E.				$
☐	F.				$
☐	G.				$
☐	H.				$
☐	I.				$
☐	J.				$
☐					$
	6. Graphics				
☐	A. Photo print/Overlay	Photodruck mit Schutzfolie			$
☐	B. Fabric printed graphic/shape	Stoff Grafik/Stoff-Banner			$
☐	C. Vinyl cut letters	Profilbuchstaben			$
☐	D. Back-lighted photo	Hinterleuchtetes Foto			$
☐	E. Banner stand graphic	Bannerstaender Grafiek			$
☐	F. Vinyl banner	Kunststoff-Banner			$
☐	G. Cut-out letters/logo	Text Plots			$
☐					$

Budget Information

Req.	Item	Item translation – German	Qty.	Size	Budget
	7. Show Site Services				
☐	A. Set up drawings & Project management	Durchfuehrungsplanung & Projektmanagement			$
☐	B. Shipping to show site	Transporte			$
☐	C. Install & dismantle at show site with supervision	Auf- & Abbau inkl. Montageleitung			$
☐	D. Drayage (Material handling)	Drayage			$
☐	E. Electric for Exhibit	Elektroanschluss			$
☐	F. Electric/water/air for client product	Elektro/Wasser/Druckluft für Kundenexponat			$
☐	G. Cleaning (Carpet vacuuming) *(Required for US events)*	Standreinigung			$
☐	H. Catering (Food & Drinks)	CateringService			$
☐	I. Reception/Hospitality	Empfang			$
☐	J. Floral (Plants & decorations)	Blumendekoration			$
☐					$
		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

German version

Glossary of Exhibit Industry Words and Terms

Venues	Item translation – German
Exposition	**Ausstellung**
Trade Show	**Messe**
Exhibit Hall	**Messe-Halle**
Venue	**Messeplatz**
Booth/Stand	**Messestand**
Exhibit Builder	**Messebaufirma**
Exhibitor Kit	
Exhibit Installation	**Stand-Aufbau**
Exhibit Dismantle	**Stand-Abbau**

Hall Components	Item translation – German
Aisle	**Gang**
Aisle Carpet	**Gang Teppich**
Floor Service Ports	**Bodenauslaesse**
Hall Column	**Hallensaeule**
Utility Access Space	**Versorgungszugang**
Pipe and Drape	**Standbau mit Gerüststangen und Stoffbannern**
Hanging Sign	**Abhaengung**
Ceiling Height	**Deckenhöhe**
Height Restriction	**Hoehenbegrenzung**
Corner Booth/Stand	**Eckstand**
Peninsula Display	**Kopfstand**
Island Display	**Inselstand**

Graphics	Item translation – German
Photo Overlay	**Photodruck mit Schutzfolie**
Laminated Graphic	**Laminierte Grafik**
Posters	**Plakate**
Vinyl Banners	**Kunststoff-Banner**
Fabric Graphic	**Stoff Grafik/Stoff-Banner**
Cutout Letters	**Text Plots**
Back Lighted Photo	**Hinterleuchtetes Foto**

Exhibit Components	Item translation – German
Office	**Bureau**
Kitchen Area	**Kueche**
Storage Area	**Schrank**
Tower	**Turm**
Conference Room	**Konferenz Raum**
Seating Area	**Sitzbereich**
Presentation Area	**Praesentations**
Bar Area	**Barbereich**
Hanging Sign	**Abhaengung**
Double Deck Exhibit	**Zweigeschoss**
Side Rail Wall	
Backwall	**Rueckwaende**
Backwall Panel	
Backwall Drape	**Wandpanelen**
Return Panel	
Base Plate	**Bodenplatte**
Exhibit Counter	**Counter**
Reception Counter	**Empfangstheke**
Bar Counter	**Barcounter**
Kiosk	**Arbeitsstation**
Desk	**Tisch**
Pedestal	**Podest**
Cafe Table	**Coffee-Table/Couch-Tisch**
Glass Showcase	**Vitrine**
Podium	**Lager**
Lockable Storage	**Abschliessbares Lager**
Literature Stand	**Prospekstaender**
Light Box	**Leuchtkasten**
Showcase Lighting	**Vitrinenbeleuchtung**
Base Lighting	**Indirekte Beleuchtung**
Ceiling Panels	**Deckenpanelsn**
Fabric Frames	**Rahmen für Stoffbespannung**
Modular Frames	**Modulare Systemwaende**
System Locks	**System-Schloesser**
Panel Inserts	**Platteneinschuebe**

Glossary

Exhibit Materials	Item translation – German
Velcro	**Klettband/Velcro**
Plastic Laminate	**Plastik Laminate**
Steel Frames	**Stahlrahmen**
Painted Finish	**Gestrichene Oberflaeche**
Wall Covering	**Wandverkleidung**
Vinyl Covering	**Folienkaschiert**
Roto-Lock	
Foam Core	**Schaumkern**
Duck Tape	**Tesafilm**
Visqueen Plastic	**Polyäthylen-Folie**
Sintra	**Sintra - Leichtschaumplatte**

Colors	Item translation – German
Red	**Rot**
Yellow	**Gelb**
Blue	**Blau**
Green	**Gruen**
Purple	**Lila**
Orange	**Orange**
Black	**Schwarz**
White	**Weiss**
Grey	**Grau**
Natural Finish	**Natürliche Oberflaechen**
PMS- Pantone System	**Pantone Farbsystem**

Furniture & Accessories	Item translation – German
Stanchions	**Absperrungen**
Wastebasket	**Abfallbehaelter**
Coat Rack	**Kleiderstaender**
Literature Stand	**Prospektstaender**
Bag Stand	**Taschenhalter**
Easel	**Staffelei**
Circle Table	**Runder Tisch**
Side Chairs	**Stuehle**
Sofa Chairs	**Sessel**
Conference Table	**Konferenz Tische**
Stool	**Barstuehle**

Install Materials	Item translation – German
Crate	**Kiste**
Skid/Pallet	**Palette**
Pad Wrapped	**Wattiert verpackt**
Cherry Picker Lift	**Hebebühne**
Fork Lift	**Gabelstapler**
Scissor Lift	**Scherenbühne**
Ladder	**Leiter**
Scaffold	**Gerüst**
Tool Gang Box	**Werkzeugkiste**
Floor Plan Drawing	**Grundriss**
Elevations	**Ansichten**
Color Rendering	**Farbrenderings**

Flooring	Item translation – German
Raised Floor	**Bodenpodest**
Second Level	**Zweite Ebene**
Stairway	**Treppe**
Stair Rail	**Geländer**
Ramp	**Rampe**
Steps	**Stufen**
US Carpet	**US Teppich**
Int'l Carpet	**Internationaler Teppich**
Carpet Squares	**Teppich Fliesen**
Vinyl Tiles	**Kunststoff Fliesen**
Linolium	**Linoleum**
Wood Floor Surface	**Holz-Laminat**
Stone Floor Surface	**Stein-/Fliesen-Laminat**
Back lighted Floor	**Hinterleuchteter Boden**
Edge Trimming	**Kantenausführung**
Carpet Tape	**Teppichklebeband**

Lighting /AV	Item translation – German
Stem Lights	**(Lichter) Langarm-Strahler**
Recessed Lights	**Versenkte Lampen**
Track Lights	**Strahler für Lichtschienen**
LED Lighting	**LED Lampen**
Fluorescent Lights	**Leuchtstoff-Röhren**

Glossary

Refrigerator	**Kuehlschrank**
Microwave Warmer	**Mikrowelle**
Dishes	**Geschirr**
Coffee Maker	**Kaffeemaschine**
Hot Water Maker	**Wasserkocher**

Show Site Terms	Item translation – German
Payment Terms	**Zahlungsbedingungen**
Catering Service	**CateringService**
Exhibit Installer/EAC	**(Lieferanten) Aufbauteam**
Exhibitor	**Aussteller**
Exhibitor Manual	**(Messeprospekte) Aussteller-Handbuch**
General Contractor	**(Empfaenger) Messebau-Vertragsfirma**
AV Contractor	**AV (Empfaenger) Vertragslieferant**
Exhibit Service Desk	**Ausstellerservice**
Drayage	**Logistik-Kosten**
Forklift Teamsters	**Gabelstapler-Team**
Internet Line	**Internet Anschluss**
Move in Date	**Aufbaubeginn**
Rigger	**Rigger/Monteure für Abhaengungen etc.**
Storage Warehouse	**Lager**
Truck	**Lastwagen/LKW**
Freight Dock	**Lade Rampe**
Certificate of Insurance	
Worker ID Badge	**Ausweis für Monteure**

Transformer	**Transformator**
Theatre Lights	**(Beamer) Bühnen-Leuchten**
Lighting Truss	**Beleuchtungs-Truss**
Halogen Light	**Halogen-Strahler**
Sound System	**Lautsprecheranlage**
Monitor	**Monitor**
LED Video Panels	**LED-Bildschirm**
Union Electrician	**Gewerkschafts-Elektriker**
Live Presenters	**Live-Präsentator/Moderator**
Reception/Hostess	**Empfang/Hostess**