

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.

Italian/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 – Italian	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		Choose color
☐	C. Under-carpet pad	Sottomoquette		Choose color
☐	D. Linoleum/Vinyl tiles	Linolium/Piastrelle in vinile		Choose color
☐	E. Wood floor	Pavimento con superficie in legno/ Parquet		Choose color
☐	F. Raised floor	Piano Sopraelevato/ Pedana livellabile		Choose color
☐	G. Double deck	Stand a due piani		Choose color
☐				Choose color

Further comments and descriptions

Exhibit Design Requirements

3. Exhibit Components

Req.	Qty.	Item	Item translation – Italian	Further comments
☐		A. Backwall	Parete/Parete di fondo	
☐		B. Conference area	Ufficio	
☐		C. Kitchen/Storage area	Ristoro (posto di _)/Area Stoccaggio/ Ripostiglio	
☐		D. Reception counter	Bancone Reception	
☐		E. Bar area	Bar	
☐		F. Seating area	Sedute	
☐		G. Display counters	Espositori	
☐		H. Identity tower/Kiosk	Autoportante/Totem	
☐		I. Theater/Presentation area	Area Dimostrazione	
☐		J. Hanging signs/Identity	Appendimenti	
☐		K. Ceiling truss	Trave	
☐				

Exhibit Design Requirements

4. Rental Components

A Furniture

Req.	Qty.	Item	Item translation – Italian	Further comments
☐		a. Chairs	Sedie	
☐		b. Tables	Tavolo	
☐		c. Sofa	Poltrona attesa	
☐		d. End/Coffee table	Tavolino da caffè	
☐		e. Stools	Sgabello bar	
☐		f. Literature stand	Porta Depliant	
☐		g. Refrigerator	Frigorifero	
☐		h. Coffee maker	Macchinetta del caffè	
☐				

Further comments and description

Exhibit Design Requirements

B Lighting				
Req.	Qty.	Item	Item translation – Italian	Further comments
☐		a. Wall lights	Luci a muro	
☐		b. Ceiling lights	Luci a soffitto	
☐		c. Theatrical truss lights	Luci di teatro	
☐		d. LED lights	Luce a LED	
☐				
Further comments and description				
C Audio/Visual & Sound				
Req.	Qty.	Item	Item translation – Italian	Further comments
☐		a. Monitors	Monitor al plasma/TV	
☐		b. LED video wall	Schermo LED	
☐		c. Sound system	Amplificazione	
☐				
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 – Italian	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 – Italian	Qty.	Size	Further comments
☐	A. Photo print/Overlay	Grafica			
☐	B. Fabric printed graphic/shape	Tessuto grafico/Grafica stampata su tela			
☐	C. Vinyl cut letters	Scritte prespaziate			
☐	D. Back-lighted photo	Retroilluminato			
☐	E. Banner stand graphic	Appendimento			
☐	F. Vinyl banner	Banners			
☐	G. Cut-out letters/logo	Lettere ritagliate/ Prespaziato			
☐					

Further comments and description

Exhibit Design Requirements

7. Show Site Services

Req.	Item	Item translation – Italian	Further comments
☐	A. Set up drawings & Project management	Disegni di montaggio e gestione del progetto	
☐	B. Shipping to show site	Trasporto in fiera	
☐	C. Install & dismantle at show site with supervision	Montaggio e smontaggio in fiera con supervisione	
☐	D. Drayage (Material handling)	Movimentazione materiali	
☐	E. Electric for Exhibit	Allaccio elettrico sullo stand	
☐	F. Electric/water/air for client product	Allaccio elettrico/idrico/aria compressa per i prodotti del cliente	
☐	G. Cleaning (Carpet vacuuming) (Required for US events)	Pulizia	
☐	H. Catering (Food & Drinks)	Servizio catering	
☐	I. Reception/Hospitality	Receptionist/hostess	
☐	J. Floral (Plants & decorations)	Fiori	

Attachments (include attachment in email when returning form)

☐	Yes ☐	Type of attachment (floor plan, electric layouts, carpet layouts, AV, Order form, etc)	
☐	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:		

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 – Italian	Qty.	Size	Budget
2. Flooring					
☐	A. US carpet	Moquette-US			\$
☐	B. International carpet	Moquette			\$
☐	C. Under-carpet pad	Sottomoquette			\$
☐	D. Linoleum/Vinyl tiles	Linolium/Piastrelle in vinile			\$
☐	E. Wood floor	Pavimento con superficie in legno/ Parquet			\$
☐	F. Raised floor	Piano sopraelevato/Pedana livellabile			\$
☐	G. Double deck	Stand a due piani			\$
☐					\$
3. Exhibit components					
☐	A. Backwall	Parete/Parete di fondo			\$
☐	B. Conference area	Ufficio			\$
☐	C. Kitchen/Storage area	Ristoro (posto di _)/Area stoccaggio/ Ripostiglio			\$
☐	D. Reception counter	Bancone Reception			\$
☐	E. Bar area	Bar			\$
☐	F. Seating area	Sedute			\$
☐	G. Display counters	Espositori			\$
☐	H. Identity tower/Kiosk	Autoportante/Totem			\$
☐	I. Theater/Presentation area	Area Dimostrazione			\$
☐	J. Hanging signs/Identity	Appendimenti			\$
☐	K. Ceiling truss	Trave			\$
☐					\$

Budget Information

Req.	Item	Item translation – Italian	Qty.	Size	Budget
4. Additional rental components					
	<i>A. Furniture</i>				
☐	a. Chairs	Sedie			\$
☐	b. Tables	Tavolo			\$
☐	c. Sofa	Poltrona attesa			\$
☐	d. End/Coffee table	Tavolino da caffè			\$
☐	f. Stools	Sgabello bar			\$
☐	e. Literature stand	Porta Depliant			\$
☐	g. Refrigerator	Frigorifero			\$
☐	h. Coffee maker	Macchinetta del caffè			\$
☐					\$
	<i>B. Lighting</i>				
☐	a. Wall lights	Luci a muro			\$
☐	b. Ceiling lights	Luci a soffitto			\$
☐	c. Theatrical truss lights	Luci di teatro			\$
☐	d. LED lights	Luce a LED			\$
☐					\$
	<i>C. Audio/Visual & Sound</i>				
☐	a. Monitors	Monitor al plasma/TV			\$
☐	b. LED video wall	Schermo LED			\$
☐	c. Sound system	Amplificazione			\$
☐					\$

Budget Information

Req.	Item	Item translation – Italian	Qty.	Size	Budget
5. Custom Components					
☐	A.				\$
☐	B.				\$
☐	C.				\$
☐	D.				\$
☐	E.				\$
☐	F.				\$
☐	G.				\$
☐	H.				\$
☐	I.				\$
☐	J.				\$
☐					\$
	6. Graphics				
☐	A. Photo print/Overlay	Grafica			\$
☐	B. Fabric printed graphic/shape	Tessuto grafico/Grafica stampata su tela			\$
☐	C. Vinyl cut letters	Scritte prespaziate			\$
☐	D. Back-lighted photo	Retroilluminato			\$
☐	E. Banner stand graphic	Appendimento			\$
☐	F. Vinyl banner	Banners			\$
☐	G. Cut-out letters/logo	Lettere ritagliate/Prespaziato			\$
☐					\$

Budget Information

Req.	Item	Item translation – Italian	Qty.	Size	Budget
	7. Show Site Services				
☐	A. Set up drawings & Project management	Disegni di montaggio e gestione del progetto			\$
☐	B. Shipping to show site	Trasporto in fiera			\$
☐	C. Install & dismantle at show site with supervision	montaggio e smontaggio in fiera con supervisione			\$
☐	D. Drayage (Material handling)	Movimentazione materiali			\$
☐	E. Electric for Exhibit	Allaccio elettrico sullo stand			\$
☐	F. Electric/water/air for client product	allaccio elettrico/idrico/aria compressa per i prodotti del cliente			\$
☐	G. Cleaning (Carpet vacuuming) <i>(Required for US events)</i>	Pulizia			\$
☐	H. Catering (Food & Drinks)	Servizio catering			\$
☐	I. Reception/Hospitality	Receptionist/hostess			\$
☐	J. Floral (Plants & decorations)	Fiori			\$
☐					\$
		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

Italian version

Glossary of Exhibit Industry Words and Terms

Venues	Item translation – Italian	Exhibit Components	Item translation – Italian
Exposition	Esposizione	Office	Locale Ufficio
Trade Show	Fiera	Kitchen Area	Ristoro (posto di _)
Exhibit Hall	Quartiere Mostra/Padiglione	Storage Area	Area Stoccaggio/Ripostiglio
Venue	Quartiere espositivo/Centro fieristico	Tower	Totem
Booth/Stand	Stand	Conference Room	Sala Riunioni
Exhibit Builder	Allestitore	Seating Area	Sedute
Exhibitor Kit	Quaderno dell'Espositore/Manuale	Presentation Area	Area Dimostrazione
Exhibit Installation	Allestimento/Montaggio	Bar Area	Bar settore
Exhibit Dismantle	Disallestimento/Smontaggio	Hanging Sign	Appendimento
		Double Deck Exhibit	Stand a due piani
		Side Rail Wall	Parete divisoria
		Backwall	Parete
		Backwall Panel	Pannello/Parete di fondo
		Backwall Drape	Tendaggio/Tendina
		Return Panel	Parete divisoria
		Base Plate	Autoportante
		Exhibit Counter	Tavolo vetrina/Armadietto
		Reception Counter	Bancone Reception
		Bar Counter	Bar
		Kiosk	Autoportante/Chiosco
		Desk	Dattilo
		Pedestal	
		Cafe Table	Tavolo da salotto/Tavolino
		Glass Showcase	Tavolo Travina/Vetrina
		Podium	Podio
		Lockable Storage	Cassettiera con serratura a "x" cassetti
		Literature Stand	Portadepliant
		Light Box	Retroilluminato
		Showcase Lighting	Illuminazione
		Base Lighting	Illuminazione
		Ceiling Panels	Cielino
		Fabric Frames	Tensostruttura
		Modular Frames	Telaio modulare
		System Locks	Sistema ad aggancio/ganci del sistema
		Panel Inserts	Pannello

Hall Components	Item translation – Italian
Aisle	Corsia
Aisle Carpet	Moquette Corsia
Floor Service Ports	Cassetta presa a pavimento
Hall Column	Pilastro
Utility Access Space	Pozzetto tecnico
Pipe and Drape	Tendaggio
Hanging Sign	Appendimento
Ceiling Height	Altezza (a tutta)/Altezza soffitto
Height Restriction	Altezza massima
Corner Booth/Stand	Standa in Corsia/Stand in angolo
Peninsula Display	Stand a penisola
Island Display	Stand a Isola

Graphics	Item translation – Italian
Photo Overlay	Grafica
Laminated Graphic	Grafica laminata
Posters	Manifesto
Vinyl Banners	Banners
Fabric Graphic	Tessuto grafico/Tela stampata
Cutout Letters	Lettere ritagliate/Prespaziato/Scritta
Back Lighted Photo	Retroilluminato

Glossary

Exhibit Materials	Item translation – Italian
Velcro	Velcro
Plastic Laminate	Laminato plastico
Steel Frames	Telai in acciaio
Painted Finish	Finitura verniciata
Wall Covering	Rivestimento/pavimento
Vinyl Covering	Copertura in vinile/rifinitura in vinile
Roto-Lock	
Foam Core	Materiale leggero con polistirene nel mezzo della costruzione di esposizione
Duck Tape	Nastro Adesivo
Visqueen Plastic	Rivestimento/parete
Sintra	PVC

Colors	Item translation – Italian
Red	Rosso
Yellow	Giallo
Blue	Blu
Green	Verde
Purple	Viola
Orange	Arancione
Black	Nero
White	Bianco
Grey	Grigio
Natural Finish	Finitura natural
PMS- Pantone System	

Furniture & Accessories	Item translation – Italian
Stanchions	{2ăúŠ3y2
Wastebasket	/Šăúıy2
Coat Rack	Appendiabiti a stelo
Literature Stand	Portadepliant
Bag Stand	t2úúı-02úăŠ
Easel	/ı-0ı-ttŠúú2
Circle Table	ıı-02ı2 ıı2ú2yŔ2
Side Chairs	Sedia
Sofa Chairs	Poltrona attesa
Conference Table	Tavolo Relatori
Stool	Sgabello bar

Install Materials	Item translation – Italian
Crate	Imballo/cassa
Skid/Pallet	Bancale
Pad Wrapped	Imballaggio
Cherry Picker Lift	Mezzo di Sollevamento
Fork Lift	Muletto
Scissor Lift	Mezzo di Sollevamento
Ladder	Scala
Scaffold	Ponteggio
Tool Gang Box	Attrezzeria
Floor Plan Drawing	Piante dello stand
Elevations	Disegno costruttivo
Color Rendering	Render a colori

Flooring	Item translation – Italian
Raised Floor	Piano sopraelevato/Pedana livellabile
Second Level	Secondo livello
Stairway	Scala
Stair Rail	Ringhiera di protezione
Ramp	Rampa
Steps	Gradini
US Carpet	Moquette-US
Int'l Carpet	Moquette
Carpet Squares	Quadrotte di moquette
Vinyl Tiles	Quadrotte in vinile
Linolium	Linoleum
Wood Floor Surface	Pavimento con superficie in legno
Stone Floor Surface	Pavimentazione in pietra
Back lighted Floor	Pavimento Retroilluminato
Edge Trimming	Angolo di alluminio
Carpet Tape	Nastro biadesivo

Lighting /AV	Item translation – Italian
Stem Lights	Faretto
Recessed Lights	Luci di sospensione
Track Lights	Binario per luci
LED Lighting	Luce a LED
Fluorescent Lights	Luci fluorescenti

Glossary

Refrigerator	Frigorifero
Microwave Warmer	Forno a microonde
Dishes	Piatti
Coffee Maker	Macchinetta del caffè
Hot Water Maker	Bollitore

Show Site Terms	Item translation – Italian
Payment Terms	Quietanza (di pagamento)
Catering Service	Servizio catering
Exhibit Installer/EAC	Allestitore- EAC
Exhibitor	Espositore
Exhibitor Manual	Quaderno dell'Espositore/Manuale
General Contractor	Ente Organizzatore
AV Contractor	Appaltore/Apparecchiatura video
Exhibit Service Desk	Allestitore
Drayage	Movimentazione materiali
Forklift Teamsters	Disciplinato da norme/muletto
Internet Line	Piattaforma Internet
Move in Date	Allestimento (stand)
Rigger	Sospensione a soffitto
Storage Warehouse	Area Stoccaggio
Truck	Canalizzazione
Freight Dock	Carico automezzi
Certificate of Insurance	Copertura assicurativa
Worker ID Badge	Tessera di accesso nominativa

Transformer	Trasformatore
Theatre Lights	Luci di teatro
Lighting Truss	traliccio
Halogen Light	Lampada alogena
Sound System	Amplificazione
Monitor	Monitor al plasma
LED Video Panels	Schermo LED
Union Electrician	Elettricista/disciplinato da norme
Live Presenters	Presentatori
Reception/Hostess	Receptionist/hostess