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.

Portuguese/English version

RfP for Trade Show/Event Services

Portuguese/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 – Portuguese	Size *Indicate feet/inches (length/width) for North America shows and meters for all other country shows*	Color
☐	A. US carpet	Carpete		Custom (describe
☐	B. International carpet	Carpete		Custom (describe
☐	C. Under-carpet pad	Proteção de contra-piso para carpete		Custom (describe
☐	D. Linoleum/Vinyl tiles	Linolium/Decorflex		Custom (describe
☐	E. Wood floor	Piso madeira		Custom (describe
☐	F. Raised floor	Piso elevado		Custom (describe
☐	G. Double deck	Estande com mezanino		Custom (describe
☐				Custom (describe

Further comments and descriptions

3. Exhibit Components

Req.	Qty.	Item	Item translation – Portuguese	Further comments
☐		A. Backwall	Parede de fundo	
☐		B. Conference area	Espaço de conferência	
☐		C. Kitchen/Storage area	Cozinha/Depósito	
☐		D. Reception counter	Balcão de recepção	
☐		E. Bar area	Área do bar	
☐		F. Seating area	Lounge	
☐		G. Display counters	Balcões Display	
☐		H. Identity tower/Kiosk	Quiosque	
☐		I. Theater/Presentation area	Área de apresentação	
☐		J. Hanging signs/Identity	Banner suspenso	
☐		K. Ceiling truss	Vigas de teto	
☐				

4. Rental Components

A *Furniture*

Req.	Qty.	Item	Item translation – Portuguese	Further comments
☐		a. Chairs	Cadeira	
☐		b. Tables	Mesa	
☐		c. Sofa	Poltrona	
☐		d. End/Coffee table	Aparador	
☐		e. Stools	Banco alto	
☐		f. Literature stand	Porta folhetos	
☐		g. Refrigerator	Geladeira	
☐		h. Coffee maker	Máquina de Café	
☐				

Further comments and description

Exhibit Design Requirements

B Lighting

Req.	Qty.	Item	Item translation – Portuguese	Further comments
☐		a. Wall lights	Luz de parede	
☐		b. Ceiling lights	Luz de teto	
☐		c. Theatrical truss lights	Iluminação cênica	
☐		d. LED lights	Luz de LED	
☐				

Further comments and description

C Audio/Visual & Sound

Req.	Qty.	Item	Item translation – Portuguese	Further comments
☐		a. Monitors	Monitor	
☐		b. LED video wall	Painel de LED	
☐		c. Sound system	Sistema de som	
☐				

Further comments and description

5. Custom Components

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

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

Further comments and description

6. Graphics

Req.	Item	Item translation – Portuguese	Qty.	Size	Further comments
☐	A. Photo print/Overlay	Imagem sobre-posta			
☐	B. Fabric printed graphic/shape	Imagem impressa em tecido			
☐	C. Vinyl cut letters	Letra recorte vinil			
☐	D. Back-lighted photo	Imagem retro-iluminada			
☐	E. Banner stand graphic	Banner auto-portante			
☐	F. Vinyl banner	Banner em vinil			
☐	G. Cut-out letters/logo	Letras em recorte			
☐					

Further comments and description

7. Show Site Services

Req.	Item	Item translation – Portuguese	Further comments
☐	**A. Set up drawings & Project management**	**Gerenciamento de projeto e detalhamento técnico**	
☐	**B. Shipping to show site**	**Logística**	
☐	**C. Install & dismantle at show site with supervision**	**Montagem e desmontagem com coordenação**	
☐	**D. Drayage** (Material handling)	**Frete**	
☐	**E. Electric for Exhibit**	**Eletricidade para o estande**	
☐	**F. Electric/water/air for client product**	**Instalações elétricas e hidraulicas para produtos**	
☐	**G. Cleaning** (Carpet vacuuming) *(Required for US events)*	**Limpeza** (aspirar carpete para eventos nos USA)	
☐	**H. Catering** (Food & Drinks)	**Serviço de buffet**	
☐	**I. Reception/Hospitality**	**Recepcionista**	
☐	**J. Floral** (Plants & decorations)	**Paisagismo**	

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 – Portuguese	Qty.	Size	Budget
2. Flooring					
☐	A. US carpet	Carpete			$
☐	B. International carpet	Carpete			$
☐	C. Under-carpet pad	proteção de contra-piso para carpete			$
☐	D. Linoleum/Vinyl tiles	Linolium/Decorflex			$
☐	E. Wood floor	Piso madeira			$
☐	F. Raised floor	Piso elevado			$
☐	G. Double deck	Estande com mezanino			$
☐					$
3. Exhibit components					
☐	A. Backwall	Parede de fundo			$
☐	B. Conference area	Conferentiezaal			$
☐	C. Kitchen/Storage area	Cozinha/Depósito			$
☐	D. Reception counter	Balcão de recepção			$
☐	E. Bar area	Área do bar			$
☐	F. Seating area	Lounge			$
☐	G. Display counters	Balcões Display			$
☐	H. Identity tower/Kiosk	Quiosque			$
☐	I. Theater/Presentation area	Área de apresentação			$
☐	J. Hanging signs/Identity	Banner suspenso			$
☐	K. Ceiling truss	Vigas de teto			$
☐					$

Budget Information

Req.	Item	Item translation – Portuguese	Qty.	Size	Budget
4. Additional rental components					
	A. Furniture				
☐	a. Chairs	Cadeira			$
☐	b. Tables	Mesa			$
☐	c. Sofa	Poltrona			$
☐	d. End/Coffee table	Aparador			$
☐	f. Stools	Banco alto			$
☐	e. Literature stand	Porta folhetos			$
☐	g. Refrigerator	Geladeira			$
☐	h. Coffee maker	Máquina de Café			$
☐					$
	B. Lighting				
☐	a. Wall lights	luz de parede			$
☐	b. Ceiling lights	Luz de teto			$
☐	c. Theatrical truss lights	Iluminação cênica			$
☐	d. LED lights	Luz de LED			$
☐					$
	C. Audio/Visual & Sound				
☐	a. Monitors	Monitor			$
☐	b. LED video wall	Painel de LED			$
☐	c. Sound system	Sistema de som			$
☐					$

Budget Information

Req.	Item	Item translation – Portuguese	Qty.	Size	Budget
5. Custom Components					
☐	A.				$
☐	B.				$
☐	C.				$
☐	D.				$
☐	E.				$
☐	F.				$
☐	G.				$
☐	H.				$
☐	I.				$
☐	J.				$
☐					$
	6. Graphics				
☐	A. Photo print/Overlay	Imagem sobre-posta			$
☐	B. Fabric printed graphic/shape	Imagem impressa em tecido			$
☐	C. Vinyl cut letters	letra recorte vinil			$
☐	D. Back-lighted photo	Imagem retro-iluminada			$
☐	E. Banner stand graphic	banner auto-portante			$
☐	F. Vinyl banner	Banner em vinil			$
☐	G. Cut-out letters/logo	Letras em recorte			$
☐					$

Budget Information

Req.	Item	Item translation – Portuguese	Qty.	Size	Budget
	7. Show Site Services				
☐	A. Set up drawings & Project management	Gerenciamento de projeto e detalhamento técnico			$
☐	B. Shipping to show site	Logística			$
☐	C. Install & dismantle at show site with supervision	Montagem e desmontagem com coordenação			$
☐	D. Drayage (Material handling)	Frete			$
☐	E. Electric for Exhibit	Eletricidade para o estande			$
☐	F. Electric/water/air for client product	Instalações elétricas e hidraulicas para produtos			$
☐	G. Cleaning (Carpet vacuuming) *(Required for US events)*	Limpeza (aspirar carpete para eventos nos USA)			$
☐	H. Catering (Food & Drinks)	Serviço de buffet			$
☐	I. Reception/Hospitality	Recepcionista			$
☐	J. Floral (Plants & decorations)	Paisagismo			$
☐					$
		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

Portuguese version

Glossary of Exhibit Industry Words and Terms

Venues	Item translation – Portuguese
Exposition	**Exposição**
Trade Show	**Trade Show**
Exhibit Hall	**Pavilhão**
Venue	**Local do evento**
Booth/Stand	**Estande**
Exhibit Builder	**Montador**
Exhibitor Kit	**Kit do expositor**
Exhibit Installation	**Montagem**
Exhibit Dismantle	**Desmontagem**

Hall Components	Item translation – Portuguese
Aisle	**Corredor**
Aisle Carpet	**Passadeira**
Floor Service Ports	
Hall Column	**Coluna do pavilhão**
Utility Access Space	
Pipe and Drape	**Divisória em cortina drapeada** **not common in Brazil*
Hanging Sign	**Banner suspenso**
Ceiling Height	**Pé-direito**
Height Restriction	**Altura limite**
Corner Booth/Stand	**Estande de esquina**
Peninsula Display	**Estande Ponta de ilha**
Island Display	**Estande Ilha**

Graphics	Item translation – Portuguese
Photo Overlay	**Imagem sobre-posta**
Laminated Graphic	**Imagem laminada**
Posters	**Posters**
Vinyl Banners	**Banner em vinil**
Fabric Graphic	**Imagem impressa em tecido**
Cutout Letters	**Letras em recorte**
Back Lighted Photo	**Imagem retro-iluminada**

Exhibit Components	Item translation – Portuguese
Office	**Escritório**
Kitchen Area	**Cozinha**
Storage Area	**Depósito**
Tower	**Torre**
Conference Room	**Sala de conferência**
Seating Area	**Lounge**
Presentation Area	**Área de apresentação**
Bar Area	**Área do bar**
Hanging Sign	**Banner suspenso**
Double Deck Exhibit	**Estande com mezanino**
Side Rail Wall	**Corrimão de parede**
Backwall	**Parede de fundo**
Backwall Panel	**Painel de fundo**
Backwall Drape	**Parede de fundo com cortina**
Return Panel	**Painel auxiliar**
Base Plate	**Base**
Exhibit Counter	**Bancada de produto**
Reception Counter	**Balcão de recepção**
Bar Counter	**Balcão de bar**
Kiosk	**Quiosque**
Desk	**Mesa**
Pedestal	
Cafe Table	**Mesa de centro**
Glass Showcase	**Vitrine**
Podium	**Podium**
Lockable Storage	**Depósito com chaves**
Literature Stand	**Porta folhetos**
Light Box	**Caixa retro-iluminada**
Showcase Lighting	**Vitrine com iluminação**
Base Lighting	**Base com iluminação**
Ceiling Panels	**Painéis de teto**
Fabric Frames	**Molduras com tecido**
Modular Frames	**Molduras modulares**
System Locks	**Sistema de fechadura**
Panel Inserts	**Painéis encaixados**

Glossary

Exhibit Materials	Item translation – Portuguese
Velcro	**Velcro**
Plastic Laminate	**Laminado**
Steel Frames	**Metalon**
Painted Finish	**Acabamento em pintura**
Wall Covering	**Revestimento da parede**
Vinyl Covering	**Revestimento em vinil**
Roto-Lock	
Foam Core	**Isopor**
Duck Tape	**Silver tape**
Visqueen Plastic	**Plástico liso para proteção**
Sintra	**PVC**

Colors	Item translation – Portuguese
Red	**Vermelho**
Yellow	**Amarelo**
Blue	**Azul**
Green	**Verde**
Purple	**Roxo**
Orange	**Laranja**
Black	**Preto**
White	**Branco**
Grey	**Cinza**
Natural Finish	**Acabamento padrão**
PMS- Pantone System	**Pantone**

Furniture & Accessories	Item translation – Portuguese
Stanchions	**Unifilas**
Wastebasket	**Cesta de lixo**
Coat Rack	**Cabideiro**
Literature Stand	**Porta folhetos**
Bag Stand	**Porta bolsas**
Easel	**Cavalete**
Circle Table	**Mesa redonda**
Side Chairs	**Cadeira estofada**
Sofa Chairs	**Poltrona**
Conference Table	**Mesa de reunião**
Stool	**Banco alto**

Install Materials	Item translation – Portuguese
Crate	**Caixa**
Skid/Pallet	**Pálete**
Pad Wrapped	**Manta de proteção**
Cherry Picker Lift	**Plataforma elevatória (articulada)**
Fork Lift	**Empilhadeira**
Scissor Lift	**Plataforma elevatória (tesoura) (Genie)**
Ladder	**Escada**
Scaffold	**Andaime**
Tool Gang Box	**Caixa de ferramentas**
Floor Plan Drawing	**Planta baixa**
Elevations	**Elevações**
Color Rendering	**3D**

Flooring	Item translation – Portuguese
Raised Floor	**Piso elevado**
Second Level	**Mezanino**
Stairway	**Escada**
Stair Rail	**Guarda-corpo de escada**
Ramp	**Rampa**
Steps	**Degraus**
US Carpet	**Carpete**
Int'l Carpet	**Carpete**
Carpet Squares	**Carpete em placas**
Vinyl Tiles	**Decorflex**
Linolium	**Linolium**
Wood Floor Surface	**Piso madeira**
Stone Floor Surface	**Piso tipo pedra**
Back lighted Floor	**Piso retro-iluminado**
Edge Trimming	**Cantoneira**
Carpet Tape	**Fita para carpete**

Lighting /AV	Item translation – Portuguese
Stem Lights	**Dicróica**
Recessed Lights	**Lâmpada embutida**
Track Lights	**Iluminação de trilho**
LED Lighting	**Luz de LED**
Fluorescent Lights	**Lâmpada fluorescentes**

Glossary

Refrigerator	**Geladeira**
Microwave Warmer	**Microondas**
Dishes	**Pratos**
Coffee Maker	**Máquina de Café**
Hot Water Maker	**Água quente**

Show Site Terms	Item translation – Portuguese
Payment Terms	**Condições de pagamento**
Catering Service	**Serviço de buffet**
Exhibit Installer/EAC	**Montadora de stand**
Exhibitor	**Expositor**
Exhibitor Manual	**Manual do expositor**
General Contractor	**Fornecedor**
AV Contractor	**Fornecedor de Audio Visual**
Exhibit Service Desk	**CAEX – Centro de Atendimento ao Expositor**
Drayage	**Frete**
Forklift Teamsters	**Empilhadeira**
Internet Line	**Acesso a internet**
Move in Date	**Dia do expositor**
Rigger	**Rigger (içamento de carga)**
Storage Warehouse	**Depósito**
Truck	**Caminhão**
Freight Dock	**Carga/Descarga**
Certificate of Insurance	**Termo de Responsabilidade**
Worker ID Badge	**Credencial**

Transformer	**Transformador**
Theatre Lights	**Iluminação cênica**
Lighting Truss	**Boxtruss para iluminação**
Halogen Light	**Lâmpada halogena**
Sound System	**Sistema de som**
Monitor	**Monitor**
LED Video Panels	**Painel de LED**
Union Electrician	**Eletricista**
Live Presenters	**Apresentador**
Reception/Hostess	**Recepcionista**