

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.

Spanish/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 – Spanish	Size	Color
			Indicate feet/inches (length/width) for North America shows and meters for all other country shows	
☐	A. US carpet	Alfombra con Bajo Alfombra		Choose color
☐	B. International carpet	Alfombra simple o de Uso Rudo		Choose color
☐	C. Under-carpet pad	Bajo Alfombra		Choose color
☐	D. Linoleum/Vinyl tiles	Loseta vinílica		Choose color
☐	E. Wood floor	Piso laminado		Choose color
☐	F. Raised floor	Tarimas		Choose color
☐	G. Double deck	Doble Piso		Choose color
☐				Choose color

Further comments and descriptions

Exhibit Design Requirements

3. Exhibit Components

Req.	Qty.	Item	Item translation – Spanish	Further comments
☐		A. Backwall	Muro trasero	
☐		B. Conference area	Área de conferencias	
☐		C. Kitchen/Storage area	Cocina o Cocineta/Zona de Almacenaje	
☐		D. Reception counter	Mostrador de Recepción	
☐		E. Bar area	Area de Bar	
☐		F. Seating area	Area de Descanso	
☐		G. Display counters	Mesa de exhibición	
☐		H. Identity tower/Kiosk	Tótem informativo/Quiosco	
☐		I. Theater/Presentation area	Area de Presentaciones/Auditorio	
☐		J. Hanging signs/Identity	Logotipo o Imagen Colgante/Cartel	
☐		K. Ceiling truss	Truss colgante	
☐				

Exhibit Design Requirements

4. Rental Components				
A Furniture				
Req.	Qty.	Item	Item translation – Spanish	Further comments
☐		a. Chairs	Silla	
☐		b. Tables	Mesa	
☐		c. Sofa	Sillón	
☐		d. End/Coffee table	Mesa lateral	
☐		e. Stools	Bancos/taburetes	
☐		f. Literature stand	Folletero	
☐		g. Refrigerator	Refrigerador / Frigorífico	
☐		h. Coffee maker	Cafetera	
☐				
Further comments and description				

Exhibit Design Requirements

B Lighting				
Req.	Qty.	Item	Item translation – Spanish	Further comments
☐		a. Wall lights	Luces en muros	
☐		b. Ceiling lights	Luces en techos	
☐		c. Theatrical truss lights	Luces Teatrales de gran voltaje para truss	
☐		d. LED lights	Luces LED	
☐				
Further comments and description				
C Audio/Visual & Sound				
Req.	Qty.	Item	Item translation – Spanish	Further comments
☐		a. Monitors	Monitores	
☐		b. LED video wall	Video wall de LED (en módulos)	
☐		c. Sound system	Sistemas de sonido	
☐				
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 – Spanish	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 – Spanish	Qty.	Size	Further comments
☐	A. Photo print/Overlay	Impresión fotográfica Laminada			
☐	B. Fabric printed graphic/shape	Impresión en Tela sublimada			
☐	C. Vinyl cut letters	Recorte de vinil			
☐	D. Back-lighted photo	Impresión para caja de luz/ Backlight			
☐	E. Banner stand graphic	Lona para banner			
☐	F. Vinyl banner	Gráfico en vinil			
☐	G. Cut-out letters/logo	Logo o texto en recorte de vinil			
☐					

Further comments and description

Exhibit Design Requirements

7. Show Site Services

Req.	Item	Item translation – Spanish	Further comments
☐	A. Set up drawings & Project management	Planos y supervisión de proyecto	
☐	B. Shipping to show site	Flete de materiales a recinto	
☐	C. Install & dismantle at show site with supervision	Montaje y desmontaje en recinto con supervisión	
☐	D. Drayage (Material handling)	Contratista o proveedor de acarreo de materiales	
☐	E. Electric for Exhibit	Instalación y planos eléctricos	
☐	F. Electric/water/air for client product	Servicios de energía eléctrica, agua, aire y drenaje para productos de cliente	
☐	G. Cleaning (Carpet vacuuming) (Required for US events)	Limpieza (Aspirado de alfombra) (Requerido para eventos USA)	
☐	H. Catering (Food & Drinks)	Catering Alimentos y Bebidas	
☐	I. Reception/Hospitality	Recepción/ Servicios de hospitalidad	
☐	J. Floral (Plants & decorations)	Decoración floral	

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 – Spanish	Qty.	Size	Budget
2. Flooring					
☐	A. US carpet	Alfombra con Bajo Alfombra			\$
☐	B. International carpet	Alfombra simple o de Uso Rudo			\$
☐	C. Under-carpet pad	Bajo Alfombra			\$
☐	D. Linoleum/Vinyl tiles	Linoleum/Ceramicos o Porcelanatos Vinilicos			\$
☐	E. Wood floor	Piso con Pasto u otra planta			\$
☐	F. Raised floor	Tarimas			\$
☐	G. Double deck	Doble Piso			\$
☐					\$
3. Exhibit components					
☐	A. Backwall	Stand de Cabecera			\$
☐	B. Conference area	Área de conferencias			\$
☐	C. Kitchen/Storage area	Cocina o Cocineta/Zona de Almacenaje			\$
☐	D. Reception counter	Mostrador de Recepción			\$
☐	E. Bar area	Area de Bar			\$
☐	F. Seating area	Area de Descanso			\$
☐	G. Display counters	Mesa de exhibición			\$
☐	H. Identity tower/Kiosk	Quiosco			\$
☐	I. Theater/Presentation area	Area de Presentaciones			\$
☐	J. Hanging signs/Identity	Logotipo o Imagen Colgante/Cartel			\$
☐	K. Ceiling truss	Truss colgante			\$
☐					\$

Budget Information

Req.	Item	Item translation – Spanish	Qty.	Size	Budget
4. Additional rental components					
	<i>A. Furniture</i>				
☐	a. Chairs	Silla			\$
☐	b. Tables	Mesa			\$
☐	c. Sofa	Sillón			\$
☐	d. End/Coffee table	Mesa lateral			\$
☐	f. Stools	Taburete			\$
☐	e. Literature stand	Folletero/Literatura			\$
☐	g. Refrigerator	Frigorífico			\$
☐	h. Coffee maker	Cafetera			\$
☐					\$
	<i>B. Lighting</i>				
☐	a. Wall lights	Luces en muros			\$
☐	b. Ceiling lights	Luces en techos			\$
☐	c. Theatrical truss lights	Luces Teatrales de gran voltaje para truss			\$
☐	d. LED lights	Luces LED			\$
☐					\$
	<i>C. Audio/Visual & Sound</i>				
☐	a. Monitors	Monitores			\$
☐	b. LED video wall	Video wall de LED (en módulos)			\$
☐	c. Sound system	Sistemas de sonido			\$
☐					\$

Budget Information

Req.	Item	Item translation – Spanish	Qty.	Size	Budget
5. Custom Components					
☐	A.				\$
☐	B.				\$
☐	C.				\$
☐	D.				\$
☐	E.				\$
☐	F.				\$
☐	G.				\$
☐	H.				\$
☐	I.				\$
☐	J.				\$
☐					\$
	6. Graphics				
☐	A. Photo print/Overlay	Impresión fotográfica Laminada			\$
☐	B. Fabric printed graphic/shape	Impresión en Tela sublimada			\$
☐	C. Vinyl cut letters	Recorte de vinil			\$
☐	D. Back-lighted photo	Impresión para caja de luz/Backlight			\$
☐	E. Banner stand graphic	Lona para banner			\$
☐	F. Vinyl banner	Gráfico en vinil			\$
☐	G. Cut-out letters/logo	Logo o texto en recorte de vinil			\$
☐					\$

Budget Information

Req.	Item	Item translation – Spanish	Qty.	Size	Budget
	7. Show Site Services				
☐	A. Set up drawings & Project management	Planos y supervisión de proyecto			\$
☐	B. Shipping to show site	Flete de materiales a recinto			\$
☐	C. Install & dismantle at show site with supervision	Montaje y desmontaje en recinto con supervisión			\$
☐	D. Drayage (Material handling)	Contratista o proveedor de acarreo de materiales			\$
☐	E. Electric for Exhibit	Instalación y planos eléctricos			\$
☐	F. Electric/water/air for client product	Servicios de energía eléctrica, agua, aire y drenaje para productos de cliente			\$
☐	G. Cleaning (Carpet vacuuming) (Required for US events)	Limpieza (Aspirado de alfombra) (Requerido para eventos USA)			\$
☐	H. Catering (Food & Drinks)	Catering Alimentos y Bebidas			\$
☐	I. Reception/Hospitality	Recepción/Servicios de hospitalidad			\$
☐	J. Floral (Plants & decorations)	Decoración floral			\$
☐					\$
		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

Spanish version

Glossary of Exhibit Industry Words and Terms

Venues	Item translation – Spanish	Exhibit Components	Item translation – Spanish
Exposition	Exposicion	Office	Oficina
Trade Show	Feria	Kitchen Area	Cocina o Cocineta
Exhibit Hall	Salón	Storage Area	Zona de Almacenaje
Venue	Recinto	Tower	Torre
Booth/Stand	Numero de stand	Conference Room	Sala de Reuniones
Exhibit Builder	Constructor de Exposiciones	Seating Area	Area de Descanso
Exhibitor Kit	Kit del Expositor	Presentation Area	Area de Presentaciones
Exhibit Installation	Instalacion	Bar Area	Area de Bar
Exhibit Dismantle	Desmontaje	Hanging Sign	Logotipo o Imagen Colgante/Cartel
		Double Deck Exhibit	Doble Piso
		Side Rail Wall	Murete o Muro Bajo
		Backwall	Muro trasero
		Backwall Panel	Panel Trasero
		Backwall Drape	Cortinas Traseras
		Return Panel	Panel Lateral
		Base Plate	Base de Soporte
		Exhibit Counter	Counter de exhibición
		Reception Counter	Mostrador de Recepción
		Bar Counter	Barra de Bar
		Kiosk	Quiosco
		Desk	Escritorio
		Pedestal	Pedestal
		Cafe Table	Mesa para Café
		Glass Showcase	Vitrina de vidrio
		Podium	Podio
		Lockable Storage	Counter con Llave de Seguridad
		Literature Stand	Folletero
		Light Box	Caja de Luz
		Showcase Lighting	Iluminación Vitrina
		Base Lighting	Iluminación de Base
		Ceiling Panels	Falso Techo
		Fabric Frames	Marcos de aluminio para tela
		Modular Frames	Exhibición
		System Locks	Sistema de Cierre
		Panel Inserts	Acabado Recubrimiento/Insertos

Hall Components	Item translation – Spanish
Aisle	Pasillo
Aisle Carpet	Alfombra de Pasillo
Floor Service Ports	Puertos de Piso
Hall Column	Poste o Columna
Utility Access Space	Espacio utilitario
Pipe and Drape	Tubo y cortina
Hanging Sign	Colganteo
Ceiling Height	Altura del Techo
Height Restriction	Altura Maxima Permitted
Corner Booth/Stand	Stand en Esquina
Peninsula Display	Stand en Peninsula
Island Display	Stand en Isla

Graphics	Item translation – Spanish
Photo Overlay	Foto Laminada
Laminated Graphic	Graficos Laminados
Posters	Poster
Vinyl Banners	Gráfico en lona
Fabric Graphic	Graficos de Tela
Cutout Letters	Letras de Corte
Back Lighted Photo	Cajas de Luz/Backlite

Glossary

Exhibit Materials	Item translation – Spanish
Velcro	Velcro
Plastic Laminate	Laminado plastico
Steel Frames	Marcos de Acero
Painted Finish	Acabado en Pintura
Wall Covering	Muro cubierto
Vinyl Covering	Cobertura en vinil
Roto-Lock	Rotolock
Foam Core	Cartón Pluma
Duck Tape	Cinta Adhesiva
Visqueen Plastic	Film de Polietileno
Sintra	Sintra Material / PVC Espumado

Colors	Item translation – Spanish
Red	Rojo
Yellow	Amarillo
Blue	Azul
Green	Verde
Purple	Morado
Orange	Naranja
Black	Negro
White	Blanco
Grey	Gris
Natural Finish	Acabado Natural
PMS- Pantone System	Pantone

Furniture & Accessories	Item translation – Spanish
Stanchions	Unifilas
Wastebasket	Basureros
Coat Rack	Percheros
Literature Stand	Folletero
Bag Stand	Bolsa expositor
Easel	Caballote
Circle Table	Mesas Redondas
Side Chairs	Silla
Sofa Chairs	Sillón individual
Conference Table	Mesa de conferencias
Stool	Banco o Taburete

Install Materials	Item translation – Spanish
Crate	Embalaje (caja) de madera
Skid/Pallet	Pallet
Pad Wrapped	Empaque acolchado
Cherry Picker Lift	
Fork Lift	Montacargas
Scissor Lift	Grua Elevadora
Ladder	Escalera
Scaffold	Andamio
Tool Gang Box	Caja de herramientas
Floor Plan Drawing	Planos de Planta
Elevations	Planos de Elevación
Color Rendering	Render

Flooring	Item translation – Spanish
Raised Floor	Tarimas
Second Level	Segundo Piso
Stairway	Escalera
Stair Rail	El pasamanos
Ramp	Rampa
Steps	Escalón
US Carpet	Alfombra con Bajo Alfombra
Int'l Carpet	Alfombra simple o de Uso Rudo
Carpet Squares	Paneles de Alfombra Cuadrados
Vinyl Tiles	Loseta vinílica
Linolium	Linóleo
Wood Floor Surface	Piso laminado
Stone Floor Surface	Piso tipo piedra
Back lighted Floor	Piso retroiluminado
Edge Trimming	Recorte de bordes
Carpet Tape	Cinta para alfombra

Lighting /AV	Item translation – Spanish
Stem Lights	Luces de brazo
Recessed Lights	Luces embutidas/plafoneras
Track Lights	Luces robóticas
LED Lighting	Luces LED
Fluorescent Lights	Luces Fluorescentes

Glossary

Refrigerator	Refrigerador / Frigorífico
Microwave Warmer	Microondas
Dishes	Vajilla
Coffee Maker	Cafetera
Hot Water Maker	Máquina de agua caliente

Show Site Terms	Item translation – Spanish
Payment Terms	Contriciones de Pago
Catering Service	Catering
Exhibit Installer/EAC	Contratista y proveedor contratado directamente por el expositor
Exhibitor	Expositor
Exhibitor Manual	Manual del expositor
General Contractor	Proveedor general que presta servicios para la exposición
AV Contractor	Contratista o proveedor de equipo y AV
Exhibit Service Desk	Servicios al expositor
Drayage	Contratista o proveedor de acarreo
Forklift Teamsters	Monta Cargas
Internet Line	Servicio de internet por cable o inalámbrico (WiFi)
Move in Date	Fecha de inicio de montaje
Rigger	instalador de puntos colgantes (techos o plafones)
Storage Warehouse	Terminal Muelle
Truck	Camion de cargo
Freight Dock	Area de manejo de materiales
Certificate of Insurance	Póliza de seguro de daños a terceros
Worker ID Badge	Identificación del empleado

Transformer	Transformador
Theatre Lights	Luces Teatrales de gran voltaje para truss
Lighting Truss	Marcos o Perfiles de Truss
Halogen Light	Luces halogenas
Sound System	Sistemas de sonido
Monitor	Monitores
LED Video Panels	Panel LED para Video Wall
Union Electrician	Sindicato o proveedor electricista
Live Presenters	Presentadores en vivo
Reception/Hostess	Edecanes/Recepcionistas