



**Request for Proposal - Trade Show / Exposition  
General Service Contractor (Decorator) Services**

*You may print this form, complete and return via fax.*

*Virginia Office fax: 540-362-8698*

*North Carolina Office fax: 336-315-5220*

*NOTE: Information gathered herein is to remain the exclusive property of HOLLINS Exposition Services.  
This form shall not be disclosed to firms competing for this event.*

**Section 1 - General Information**

**Today's Date:**

**Date Proposal Required:**

**Group/Company/Association:**

**Contact:**

**Address:**

**Phone:**

**Fax:**

**E-Mail:**

**Event Name:**

**Venue:**

**Venue Address:**

**Venue Contact:**

**Contact:**

**Address:**

**Phone:**

**Fax:**

**E-Mail:**

**Section 2 - Event Information**

**Projected Number of Booths:**

**Desired Booth Size:**

(please check one)

 10x10

 10x8

Other:

**Exhibit Booth Equipment:**

Please indicate what you will provide for your exhibitors.

 Pipe and Drape

 ID Sign

 Draped Table

 Electrical Outlet

 Two Chairs

 Wastebasket

 Booth Carpet

 Other

**Your Exhibitors:**

Please describe your exhibitors and what they display/sell at your event.

**Schedule:**

						Start	End
<b>Hollins Set-up:</b>	Day	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>	<input type="text"/>
<b>Exhibitor Set-up:</b>	Day	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>	<input type="text"/>
<b>Registration Opens:</b>	Day	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>	<input type="text"/>
<b>Show Hours Day 1:</b>	Day	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>	<input type="text"/>
<b>Show Hours Day 2:</b>	Day	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>	<input type="text"/>
<b>Show Hours Day 3:</b>	Day	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>	<input type="text"/>
<b>Exhibitor Move-out:</b>	Day	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>	<input type="text"/>
<b>Hollins Move-out:</b>	Day	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>	<input type="text"/>

**Floor Plan Requirements:**

For what areas will you require Hollins to prepare floor plans?

 Trade Show

 General Session

 Other

Will Hollins be required to submit final plans to the Fire Marshal for approval?

 Yes

 No

**Is the Venue Carpeted?**

 Yes

 No

**Is Aisle Carpet Required?**

 Yes

 No

**Registration Area Requirements:**

Please indicate what items you require for your registration area.

 Pipe and Drape

 Registration Counters

 Electrical Outlet

 Custom Signs and Graphics

 Draped Tables

 Steno Chairs

 Wastebaskets

 Other

**Entrance Area Requirements:** *Please indicate what items you require for your show entrance.*

- Pipe and Drape  Custom Entrance Units  
 Custom Signs and Graphics  Plants and Foliage  
 Other

**Custom Signs and Graphics:** *Please indicate what items you may require.*

- Easel Signs  Banners  
 Other

**Other Requirements:** *Please indicate what other accessories you may require.*

- Raffle Drum (Ticket Tumbler)  Tackboard Display Panels  
 Rope and Stanchion  Glass Display Cases  
 Other

### Section 3 - Event History

How many years has this event taken place?

Previous history:

Year:	<input type="text"/>
Venue:	<input type="text"/>
# Booths:	<input type="text"/>
Incoming Freight in lbs.:	<input type="text"/>
General Service Contractor:	<input type="text"/>

Year:	<input type="text"/>
Venue:	<input type="text"/>
# Booths:	<input type="text"/>
Incoming Freight in lbs.:	<input type="text"/>
General Service Contractor:	<input type="text"/>

**Thank You!**

*You may print this form, complete and return via fax, or complete this as an Excel spreadsheet and return via email.*