Request for Proposal

4/7/2026

Company and Show Info

Name of company exhibiting

ACME Cell Phone Holders

Show attending, full name

CES

Address

Las Vegas, Nevada 89118

Convention center/venue show is taking place in

LVCC

Start Opening date 01/06/2027 Show Closing date 01/09/2027

Website of show

https://www.ces.tech

General Contractor of show

Freeman

Do you have a confirmed exhibit space at this show yet?

Yes

What is your booth number?

12345

Is this your first year attending this show?

No

General Exhibit Info

Size of exhibit

30´ by 30´

Format of exhibit

Island (no neighbors)

Are you looking for a custom exhibit, a rental exhibit, a portable exhibit, or a hybrid custom/rental?

Custom exhibit

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Exhibit Functionality and Requirements

Do you require any private meeting rooms?

Yes

How many?

2

Are they all the same size?

Yes

How many people would you like to fit into each room? If there are differences between rooms, please indicate.

6

Do you require a ceiling?

No

Do you require lighting control?

No

Do you require air conditioning?

No

Do you need a refrigerator?

Yes

If so, how many?

1 in each room

Other than any tables in private meeting rooms, do you require any standard height meeting tables in the open area of your exhibit?

Yes

How many tables do you require?

2

How many seats should each table accommodate?

3

Do you need pencil drawers in your tables?

No

Do you need power at your tables?

Yes

Do you require any bar-height tables in the open areas of your exhibit?

Yes

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How many bar-height tables do you require?

2

Do you need power at your tables?

No

Do you require any dedicated storage areas for product, personal items, giveaways, etc.?

Yes

Do you require a large amount of storage, such as a walk-in closet?

Yes

If yes, please indicate the quantity and approximate size(s)

4' x 8'

Do you require credenzas/cabinets for storage?

No

Do you require a reception desk or podium?

Yes

How many do you require?

1

How many people will be stationed at each?

2

Will they be seated or standing?

Seated

Do you require any displays areas for product?

Yes

Please describe in detail what your product is.

Cell phone cases

Please describe in detail how you typically display your product. For example, do you use slatwall, standards, showcases, pedestals, monitors, etc.?

Hung on slatwall

About how much product do you need to display in your exhibit?

200 pieces

Does your product require any security provisions? If so, please explain how you have typically handled this in the past.

no

What type of flooring would you like?

Carpet

Are you displaying any large machinery, cars, or other items that the Producer would need to account for? If so, please describe with quantities, sizes, power requirements, and any other pertinent info that should be known prior to designing this project.

No

Audio Visual and Overhead Banner/Lighting Requirements

Do you require any monitors?

Yes

Do you have a specific number of monitors you require?

6

Where specifically in your exhibit will you require monitors? For example - in meeting rooms, waiting areas, behind reception, on aisle walls, etc.

One in each meeting room, the rest throughout the exhibit open space.

What is the purpose of the monitors? Are you using them to support a presentation? To run a video or without sound? Or something else? If your exhibit requires multiple monitors each with different needs, please indicate which are required and where, as specifically as possible.

Presentation from laptops in the meeting rooms. Monitors in general booth space will run loops.

For monitors that are running content, please indicate how you wish to run this content. For example - USB sticks, laptop connection, DVD/BlueRay, etc. If different monitors will require different content types, please indiciate.

USB

Do you have specific sizes of monitors that you require, or would you like the Producer to suggest sizes based on your requirements?

Producer can suggest sizes

Do your monitors need to be a specific resolution (HD, 4K, 8K etc.)?

No

Do you wish to purchase or rent the monitors and content drivers?

Rent

Any other info you wish to provide regarding your monitors requirements?

No

Do you require any large format video walls? If so, please indicate size(s), location(s) and any other pertinent info.

Yes, a large LED wall on the booth structure behind reception.

Do you require any computers or laptops?

No

Do you require any presentation provisions such as microphones, speakers, mixers, talent, etc.? If so, please provide as much detail as possible on your requirements.

No

Would you like an overhead banner?

Yes

Any particular style you prefer? Round, square, pillowcase, SEG, rotating, illuminated, etc.?

Round and illuminated.

Note that banners can be expensive to produce and setup/breakdown at show site. With this in mind, are you looking to do something simple, just to get your company name up over your booth, something of the road, or something elaborate with "WOW" factor?

Wow factor

Any other info you wish to provide regarding your overhead banner requirements?

No

Do you require any overhead lighting or a truss rig for an elaborate lighting package? If so, please provide as much detail as possible on your desired final outcome.

No

Design Style Considerations

Please select from the following list some words that you feel relate to the overall design aesthetic you'd like to achieve with your exhibit design:

Modern, Futuristic, Bright, Unique

Is there a hotel you may have been to whose design style you loved, and would like to emulate?

No

Is there an existing brand you love whose aesthetic your Producer can look to for inspiration?

No

Do you have an existing design style, such as your corporate office, that you would like to emulate?

No

Do you have an existing style guide, website, or other marketing material for your brand that you would like your Producer to take inspiration from?

No

Are there any exhibits you have seen online, at shows, or on Producer's portfolios that you would like to emulate?

No

Do you have brand guidelines or other marketing material that you can provide?

Yes

Do you have any additional info regarding your overall aesthetic that you'd like to communicate in this RFP?

No

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Budget

Physical Exhibit Components Budget

Do you wish to enter budgets for specific exhibit elements?

No

Overall Budget

$200,000.00

Event Services Elements Budget

Do you wish to enter budgets for specific event service elements?

No

Overall Budget

$100,000.00

Budget Overview

Physical exhibit elements $200,000.00

Event service elements $100,000.00