Request for Proposal

4/7/2026

Company and Show Info

Name of company exhibiting

ACME Heavy Machinery

Show attending, full name

ConExpo

Address

Las Vegas, Nevada 89118

Convention center/venue show is taking place in

LVCC

Start Opening date 03/13/2029 Show Closing date 03/13/2029

Website of show

https://www.conexpoconagg.com//

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

100´ by 100´

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

Request for Proposal

4/7/2026

Exhibit Functionality and Requirements

Do you require any private meeting rooms?

Yes

How many?

4

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.

8

Do you require a ceiling?

No

Do you require lighting control?

No

Do you require air conditioning?

Yes

Do you need a refrigerator?

Yes

If so, how many?

4

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?

8

How many seats should each table accommodate?

4

Do you need pencil drawers in your tables?

Yes

Do you need power at your tables?

Yes

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

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 12'

Do you require credenzas/cabinets for storage?

Yes

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

4

Do you require a reception desk or podium?

Yes

How many do you require?

2

How many people will be stationed at each?

2

Will they be seated or standing?

Seated

Do you require any displays areas for product?

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.

Yes - We need to show qty 1 large green bull dozer. qty 1 large blue excavator. qty 1 large yellow dump truck.

Audio Visual and Overhead Banner/Lighting Requirements

Do you require any monitors?

Yes

Do you have a specific number of monitors you require?

No, up to designer to decide.

Request for Proposal

4/7/2026

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

Scattered around the exhibit and one in each conference room.

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.

Presentations and looping content.

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 to suggest

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

Rent

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

Yes - There should be one main central large LED video wall on a tower.

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.

Yes, add a stage somewhere in the booth with an LED wall behind for presentations. The speaker will need a wireless microphone.

Would you like an overhead banner?

Yes

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

A huge internally illuminated banner - The design of the banner is up to the designer.

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?

We want a WOW factor.

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.

Yes we need an overhead truss package with lighting to focus on our machinery.

Request for Proposal

4/7/2026

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:

Contemporary, Bright, Earthy, Vibrant, Outdoors-y

Budget

Physical Exhibit Components Budget

Do you wish to enter budgets for specific exhibit elements?

Yes

If yes, select the following options

Walls, Floor covering, Furniture, Graphics and signage, Banners, Overhead elements, Product displays, Audio visual

- Walls Budget: $150,000.00
- Furniture Budget: $25,000.00
- Floor Budget: $20,000.00
- Graphics Signage Budget: $65,000.00
- Banners Budget: $50,000.00
- Overhead Elements Budget: $100,000.00
- Product Display Budget: $25,000.00
- Audio Visual Budget: $25,000.00

Event Services Elements Budget

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

Yes

If yes, select the following options

Installation and dismantle, Supervision, Drayage, Electrical, Rigging/Hanging Banner

- Installation: $95,000.00
- Supervision: $18,000.00
- Drayage: $50,000.00
- Electrical: $10,000.00
- Rigging: $25,000.00

Request for Proposal

4/7/2026

Budget Overview

Physical exhibit elements $460,000.00

Event service elements $208,000.00