

BOOTH DESIGN

What should your image be:

- Conservative Contemporary Progressive High Tech Green Fun Bold
 Accessible Energetic Rustic Lively Clever Flashy Serious Silly Exotic
 Knowledgeable Entertaining Peaceful
 Other _____

Environment:

- Open and Inviting Controlled
 Other Thoughts _____

Lighting:

- What needs to be highlighted? _____
Where in the booth is extra lighting needed? _____
What type of extra lighting would be appropriate? _____
Do you need carpet? _____

Colors:

- What colors are used in your corporate logo? _____
What colors work well with your corporate identity? _____
What colors work well for your image? _____
Are any colors not appropriate? _____

Do you need space for:

- Product Giveaways Literature Computers TVs Supplies Coats Lockable storage
 Drinks/snacks Displays Other _____

What kind of space is needed for demonstrations, activities, visitors filling out forms or conversations with potential customers? _____

- Do you need electricity? _____
Internet access? _____

What tools are needed for set up:

- Hammer Screwdriver Extension cords Scissors Device cords/chargers
 Ladder Staple Gun Other _____

Other needed supplies:

- Fish bowl Business cards Entry forms Card holders Pencils Pens Signage Clipboards
 Baskets Stapler Calculators Paper clips Rubber bands Tissues Breath mints
 Hand sanitizer Notecards Tape (Scotch, Duct)
 Other _____