

PLANNING SHEET

TRADE FAIR	HALL NUMBER BOOTH NUMBER
BUDGET	
BOOTH INFORMATION BOOTH TYPE description/ comment	width in mm length in mm conventional ☐ system construction ☐ mixed construction ☐ row booth ☐ end booth ☐ corner booth ☐ block booth ☐
BOOTH INFORMATION BOOTH EQUIPMENT description/ comment	meeting cubicle (quantity) showcase (quantity) pedestal (quantity) meeting cubicle (m²) bar stool (quantity) high tables (quantity) storage room (m²) seating groups (quantity) seating (quantity) kitchen ☐ water ☐ info counter ☐ bar counter ☐ PC-seats (quantity)
CLIENT INFORMATION	company street postcode place contact person phone fax e-mail website