

Project Planning Brief

Thank you for your interest in welkam!

Whether you need just a few services or total coordination from sketch to final space, this paper will help you summarize your needs and ideas, and help us create the right proposal for your project.

Please fill it out as best you can and fax it to us at **+81-(0)3-6801-7518** or email it to us at **contact@welkam.co.jp**.

Don't worry if you leave blanks. We will research these, or talk with you about them later. Also, please attach any relevant documents you already have.

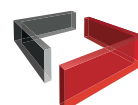
We look forward to working with you and hope to hear from you soon!

welkam Ltd.

TOKYO, JAPAN

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General information

About You

Company Name

Website

Person in Charge GIVEN NAME FAMILY NAME

E-mail

Phone / Fax PHONE FAX

☐ We are an agency / supplier on behalf of :

Exhibitor

Exhibitor website

About the Event

Event name

Location COUNTRY CITY

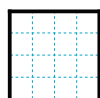
Date YEAR MONTH DAY

Event website

About the Space

Booth Location HALL BOOTH NUMBER

Type of booth ☐ Linear ☐ Corner ☐ Peninsula ☐ Island ☐ Other



3 NEIGHBORS
1 AISLE



2 NEIGHBORS
2 AISLES



1 NEIGHBOR
3 AISLES



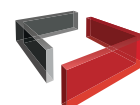
0 NEIGHBORS
4 AISLES



PLEASE ATTACH
HALL PLAN

Booth size LENGTH DEPTH AREA

☐ METERS
☐ FEET



Background

Why are you participating in this event?

**PLEASE RANK THESE FROM 1 TO 5
(MOST IMPORTANT TO LEAST)**

- ☐ To introduce new products
- ☐ To attract new customers
- ☐ Customer care
- ☐ Brand reinforcement
- ☐ To seek new distribution channels
- ☐ Observation of the market/competitors

notes and comments:

Who do you want to attract?

**PLEASE RANK THESE FROM 1 TO 5
(MOST IMPORTANT TO LEAST)**

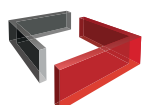
- ☐ New contacts
- ☐ Existing relationships
- ☐ Management
- ☐ Development
- ☐ Production
- ☐ Distribution

notes and comments:

What other activities are you planning?

- ☐ Press conference at the booth or other location
- ☐ Training for booth staff about products, services & local customs
- ☐ Booth party
- ☐ After-show party
- ☐ Guest invitation
- ☐ In-house event/tour at a nearby branch/subsidiary
- ☐ Private exhibition at a nearby location

notes and comments:



Background (continued)

What will be the main components of your space?

- ☐ Meeting room(s)
- ☐ Hospitality area
- ☐ Stockyard
- ☐ Information Counter
- ☐ Audio/Visual presentation
- ☐ Display counter/space for products
- ☐ Presentation space for visuals

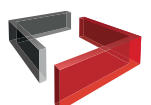
notes and comments:

What is your budget for this project? (tax excluded)

Amount

Currency

notes and comments:



Requested Services

In general, what kind of service do you need?

- ☐ "We have a space, but it's a blank slate. We need help from sketch to final space."
- ☐ "The paperwork is almost done, but we need local support."
- ☐ "Concept & Design are set, but we need to produce it locally."
- ☐ "We have a display in a box, and need someone to handle it."
- ☐ "Production and installation are set, but we need localization."

Please select some specifics from the list below:

Consulting & Coordination

- ☐ Preperation Meetings
- ☐ Set-up Coordination
- ☐ Standby assistance during show
- ☐ Take-down coordination
- ☐ General representation

Design & Concept

- ☐ Design Concept
- ☐ Drawings (plans & elevations)
- ☐ 3D visuals
- ☐ Graphic Design
- ☐ Graphic Production Data

Production

- ☐ Full Production
- ☐ Localization of Drawings
- ☐ Supervision of Production
- ☐ Equipment Rental
- ☐ Graphics
- ☐ Installation/dismantling
- ☐ Local storage for re-usable items

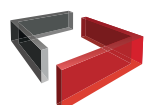
Handling

- ☐ International shipping
- ☐ Customs clearance
- ☐ Transportation
- ☐ Storage & Crate handling
- ☐ Waste Disposal
- ☐ Installation tools/equipment
- ☐ Labor for set-up & take-down

Local Support

- ☐ Translation/Interpretation
- ☐ Print
- ☐ Audio/Visual equipment
- ☐ Rental equipment (furniture, etc.)
- ☐ Electrical support
- ☐ Booth staff
- ☐ Photography
- ☐ Catering

notes and comments:



Free Space!

fax this to welkam
+81 (0)3 6801 7518

Just some ideas
No matter how
rough they are...

