1. **COMPANY & CAPABILITIES**

Full Formal Company Name (including Inc., Co., LLC, etc.)

Company Name (as you would like to see it in print if you are named among the Top 40, if different from above)

Company Website

Company Address

In what year was your company founded?

Approximately how many total employees are CURRENTLY in your organization?

Do you offer in-house design services in addition to exhibit fabrication?

Do you offer pre-fabricated system exhibits, custom exhibits, or both?

Do you have in-house installation and dismantle capabilities?

Do you have rental inventory or offer exhibit rental as an option to your clients?

How large is your total in-house U.S. and Canadian fabrication space (in square feet)?

How large is your total in-house U.S. and Canadian exhibit-storage space (in square feet)?

How many warehouses/storage facilities does your company own?

Where are your warehouses/storage facilities located?

Please list the locations of any regional offices (aside from your primary headquarters, if applicable).

On average, approximately what percentage of your business is for shows held in the United States?

Does your organization have one or more international offices?

Please list the location(s) of your international office(s).

Have you worked with international partners on projects for clients exhibiting outside of the United States in the last two years?

List the names and URLs of up to three international partners with whom you have worked in the past two years.

In the past two years, have you worked on exhibits at shows in the following regions?

Mexico/Canada Europe Asia Africa Middle East

Australia South America Central America Other

On average, approximately what percentage of your business is exhibits that are less than 400 square feet?

On average, approximately what percentage of your business is exhibits that are between 400 and 2,500 square feet?

On average, approximately what percentage of your business is exhibits that are more than 2,500 square feet?

Please list up to five of your company’s top clients. (Please place an asterisk next to any clients that are also Fortune 500 companies.)

In addition to trade show exhibits, does your company also facilitate clients’ corporate events (such as road shows, user groups, dealer/distributor events, etc.)?

Which of the following types of events have you worked on for clients in the past 18 months?

C-Level/VIP Events Dealer/Distributor Events International Events

Private Trade Shows Product Launches Road Shows

User Conferences Media/PR Events Pop-Up Retail/Events

Other

Does your organization offer virtual-exhibit services?

To date, has your company completed the execution of a virtual exhibit for any of your clients?

Does your organization offer virtual-event services?

To date, has your company completed the execution of a virtual event for any of your clients?

Does your organization offer a proprietary virtual exhibit and/or virtual event platform?

What is the name of your proprietary virtual exhibit and/or event platform?

To date, which of the following has your platform been used for?

Virtual exhibits/experiences/activations Virtual trade shows/exhibit halls

Virtual product demos/presentations/sessions/keynotes

Virtual events/conferences with multiple concurrent sessions

Virtual networking/breakout rooms Live broadcasts (not pre-recorded content)

Which services does your virtual platform offer?

Analytics/reporting/metrics Customization capabilities

Q&A function Group messaging

Sponsorship opportunities Attendee/exhibitor search

Social media integration Live troubleshooting/support/technical assistance

Private audio/video chat High capacity of concurrent users

Audience polling feature Event-management-software integration

Integrated registration/confirmation/notification platform

Please submit a brief description (250 words max) of your platform and what differentiates it from other virtual exhibit/event platforms.

Which range below best describes your estimated annual revenue for 2023? (Please note that entrants do NOT receive points based on annual revenue, as some exhibitors prefer to work with smaller boutique firms, and others prefer larger global operations. This info will NOT be disclosed and simply enables us to categorize entrants as small, medium, or large.)

Less than $5 million $5-25 million More than $25 million

Is your 2023 annual revenue up or down compared to 2022?

Please describe the rate of your year-over-year growth or decline. (This information will NOT be shared. You may opt out of sharing this information with us, but will forego points in this category.)

Up less than 10% Down less than 10%

Up 11-30% Down 11-30%

Up 51-70% Down 51-70%

Up 71-90% Down 71-90%

Up more than 90% Down more than 90%

I prefer not to share this information.

Do you have an official corporate environmental/sustainability policy?

Briefly describe your corporate environmental/sustainability policy.

Do you have an official corporate giving or social responsibility initiative?

Briefly describe your corporate giving or social responsibility initiative.

Who should be listed as the primary RFP contact for your organization? Please include name, title, and email.

Please upload a color version of your company’s logo, as well as a black vector version (or a black version on a white or transparent background).

1. **HONORS & AWARDS**

Has your company entered any of the following EXHIBITOR magazine awards competitions in the past year?

Exhibit Design Awards Corporate Event Awards

Sizzle Awards All-Star Awards

Buyers Choice Awards Portable/Modular Awards

Did your company win awards in any of the following EXHIBITOR magazine competitions in 2022 or 2023?

Exhibit Design Awards Corporate Event Awards

Sizzle Awards All-Star Awards

Buyers Choice Awards Portable/Modular Awards

EXHIBITORLIVE Best of Show Find It – Top 40

EuroShop Awards

List up to five honors/awards your company received in the past three years. Include the year each award was received, and do NOT include awards that were presented prior to 2019. Do NOT include past Top 40 awards here, as you will automatically receive credit for past placements in this program. If possible, include links to articles or information regarding the competitions.

1. **THOUGHT LEADERSHIP & INDUSTRY PARTICIPATION**

Was your company represented at the most recent iteration of EXHIBITORLIVE?

Yes, we exhibited.

Yes, we attended.

No, we did not exhibit or attend.

Will your company be represented at the next EXHIBITORLIVE, scheduled for February of 2024 in Nashville?

Yes, we plan to exhibit.

Yes, we plan to attend.

No, we do not plan to exhibit or attend.

I don’t know.

Did you exhibit at or attend any other events for the face-to-face marketing industry in 2022 or 2023? If so, please list the show name, whether you attended or exhibited, and the total square footage of your exhibit (if applicable).

Did any of your company’s representatives present educational sessions at EXHIBITORLIVE or any other marketing event in the past year (including FastTrak, etc.)? If so, please list the speaker’s name and title, as well as the name of the event and the title of the session. (NOTE: Please include virtual sessions, such as EXHIBITORInsight and eTrak sessions as well.)

Is your company currently a member of any of the following organizations?

EDPA EDPA International IFES HCEA CEMA IAEE

Other

Has your company received coverage (from a third-party entity such as a magazine, newspaper, or website/blog not owned or produced by your company) in any of the following categories in the past two years?

Unpaid media coverage Paid media/sponsored content/advertorial

Blog/website/newsletter Social media

Other

Please list up to five articles from the past two years that feature your company or your company’s past projects. Please include the medium (magazine, blog, newspaper), as well as whether it was paid or unpaid media. Also include a link to the story (or upload a PDF), if possible.

Have any of your company’s employees graduated from or enrolled in an industry-related certification program such as the Certified Trade Show Marketer (CTSM) program?

Yes, one or more employees have graduated from an industry-related certification program.

Yes, one or more employees are currently enrolled in an industry-related certification program.

No.

Please list the names, titles, and certifications earned for up to three of your employees who have earned industry-related certifications.

Please list the names and titles of up to three employees from your company who are currently enrolled in the CTSM or other industry-related certification program (please note which certification program they are currently enrolled in).

Does your organization have an active presence on any of the following social media platforms (select all that apply)? Do not include dormant accounts that have not been active for six months or more.

Twitter Instagram Facebook LinkedIn Other

Please list your company’s ACTIVE social media handles and/or include URLs to your company’s social media profiles.

Does your company produce a blog or e-newsletter that is made available to clients and/or prospects?

With roughly what regularity is that blog updated and/or e-newsletter distributed?

Daily Weekly Monthly Quarterly Annually

The blog/newsletter is currently dormant.

Please include links to your company’s blog and/or a recent e-newsletter.

Does your company host any educational events or workshops for clients/prospects? (These may include live events, virtual events, podcasts, or webinars.)

Please briefly explain the size, scope, and mission of the educational events or workshops your company has hosted. If possible, include links to event details.

1. **RELIABILITY & SERVICE**

Please list three to five current/recent clients as references. Note that these clients will receive a brief automated survey asking them to evaluate your company’s performance with regard to the design, production, and execution of trade show exhibits. If you do not submit at least three, do not provide us with their names/titles/email addresses, or if they do not complete the survey, you will forfeit points in this category. Providing their phone numbers is optional, but it will assist us in administering the survey in the event their firewalls impede distribution of the survey invite and therefore increase the likelihood of you earning maximum points in this category. Also, please be sure that contact information for your references is current and accurate.

For each reference, include name, title, company, email, and phone (optional).

1. **CREATIVITY & KEY DIFFERENTIATORS**

Company Description – This may be published if your company is selected among the Find It – Top 40 (500 words max). Please write in third-person, and do not include bulleted lists. You are encouraged to put your most important points in the first 150 words.

Selling Point #1 – This may be published if your company is selected among the Find It – Top 40 (100 words max). Avoid using your company name in the description, as these will be subject to a blind evaluation.

Selling Point #2 – This may be published if your company is selected among the Find It – Top 40 (100 words max). Avoid using your company name in the description, as these will be subject to a blind evaluation.

Selling Point #3 – This may be published if your company is selected among the Find It – Top 40 (100 words max). Avoid using your company name in the description, as these will be subject to a blind evaluation.

In addition to exhibit fabrication, do you offer any of the services below? (Select only services that you are capable of executing in-house, not ones that you outsource to third party partners.)

Creative Services (promotions, integrated campaigns, etc.) Measurement/Analysis

Inventory Management Graphic Design

Program Management (turnkey services) Collateral Literature Printing/Fulfillment

Other

Past Project #1 – Please upload up to three photos from one of your company’s past projects (completed in the past two years). Files should be jpeg or png. Do not submit tiff or pdf files. (These images will not be published without your prior permission.)

Past Project #1 – Provide a brief description (100 words max) of the project and what made it unique or noteworthy. Avoid using your company name in the description.

Past Project #1 – Photo Credit (leave blank if no credit is required)

Past Project #2 – Please upload up to three photos from one of your company’s past projects (completed in the past two years). Files should be jpeg or png. Do not submit tiff or pdf files. (These images will not be published without your prior permission.)

Past Project #2 – Provide a brief description (100 words max) of the project and what made it unique or noteworthy. Avoid using your company name in the description.

Past Project #2 – Photo Credit (leave blank if no credit is required)

Past Project #3 – Please upload up to three photos from one of your company’s past projects (completed in the past two years). Files should be jpeg or png. Do not submit tiff or pdf files. (These images will not be published without your prior permission.)

Past Project #3 – Provide a brief description (100 words max) of the project and what made it unique or noteworthy. Avoid using your company name in the description.

Past Project #3 – Photo Credit (leave blank if no credit is required)