

Your letterhead and logo should go here.

Request for Qualification

Company Name is requesting qualifications from exhibit fabricators to contract the productions of a trade show exhibit for Show Name on Show Date.

Time Schedule: RFQ submissions will be accepted through Date. Construction is expected to be completed on Date.

About Us:

About the Project:

Please answer the following questions accurately and truthfully. Submit completed RFQ to Contact by Date.

1. Give a brief description of your company, its history, its philosophy and how it is structured.
2. Describe what differentiates your company from your competitors.
3. Detail the steps of your company's process in developing conference exhibits from project inception to completion.
4. Explain how your team would work with our internal design team on this project.
5. Describe pricing for your services separating design, construction and storage/shipping/client services.
6. Describe how the pricing would change if you were to work with our architect on the design and were responsible only for construction and storage/shipment/client services.
7. Describe how your company manages changes in project scope.
8. Explain the processes that your company has in place for managing schedules and deadlines.
9. Please attach 3 relevant case studies of previous projects that include:
 - Show
 - Size
 - The challenge
 - Your solutions
 - Client references

Thank you for your submission.