

RFP for Your Event

I. Event details

(1) Name of event

(2) Date(s) of event (from/to)

_____ - _____

(3) Type of event

- ☐ Trade fair/exhibition
☐ Congress
☐ Convention/meeting
☐ Incentive travel

(4) Industry sector

(5) Event hosted for

- ☐ Own company ☐ Client
☐ Other: _____

(6) Event venue

Country/city: _____

Location: _____

II. Your contact information

(1) Contact person

Title: _____

First name: _____

Last name: _____

(2) Address

Address 1: _____

Address 2: _____

ZIP code: _____

City: _____

Country: _____

Telephone numbers

Landline: _____

Cell: _____

Email: _____

(3) Your job title

- ☐ Travel agent
☐ TMC agent
☐ Travel manager
☐ Project manager
☐ Event manager
☐ Other: _____

III. Participant information

(1) Number of participants expected: _____

(2) Geographical origin of participants (in %):

Germany _____% Rest of Europe _____% Africa _____%

Asia/Oceania _____% North America _____% South America _____%

☐ I would like to receive regular information about **airberlin meeting & event solutions**.