

EXHIBITOR BOOTH BUILD & LOGISTICS COST SHEET

Trade Show and Expo Expense Tracking

Event Name

Booth Number

Event Date

Booth Size / Dimensions

Exhibiting Company

Budget Approved By

EXPENSE CATEGORY & ITEM	BUDGETED COST	ACTUAL COST	VARIANCE	NOTES
1. Booth Space & Structural Build				
Space Rental Fee				
Booth Design & Architecture				
Hardware, Walls & Structure Fabrication				
Flooring & Carpeting				
Graphic Production & Signage				
2. AV, Technology & Utilities				
AV Equipment Rental (Monitors, Sound, Media Players)				
Lighting Equipment & Truss Rigging				
Electrical Supply & Connections				
Internet & Wi-Fi Access				
3. Shipping & Material Handling (Logistics)				
Inbound Freight Shipping				
Outbound Freight Shipping				
Drayage & Material Handling (Show Floor)				

EXPENSE CATEGORY & ITEM	BUDGETED COST	ACTUAL COST	VARIANCE	NOTES
Storage / Warehousing (Pre & Post Show)				
Customs, Duties & Brokerage Fees				
4. On-Site Labor & Services				
Installation & Dismantle (I&D) Labor				
Supervision (On-site Project Manager)				
Booth Cleaning & Vacuuming Services				
Security Services				
5. Miscellaneous & Contingency				
Furniture & Accessory Rental (Tables, Chairs, Plants)				
Insurance & Liability Coverage				
Contingency / Emergency Fund				
TOTAL EXPENSES				