

TRADE SHOW & EXPO EXPENSE BUDGET

EVENT NAME

LOCATION / VENUE

EVENT DATE

BUDGET COORDINATOR

TOTAL BUDGETED

TOTAL ACTUAL

TOTAL VARIANCE

1.0 Space Rental & Venue Fees

Booth Space Rental

Co-exhibitor Registration Fee

Liability Insurance

2.0 Booth Construction & Graphics

Booth Design / Architecture

Hardware, Structure & Counter Pu

Graphic Panels & Signage Printing

Furniture Rental (Tables, Chairs, Di

Flooring & Carpeting

3.0 On-Site Utilities & Services

Electrical Hookup & Usage

Wi-Fi & Internet Line

AV Equipment Rental & Lighting

Lead Retrieval Scanners

Booth Cleaning & Waste Services

4.0 Freight, Shipping & Labor

Inbound/Outbound Freight Shippi

Drayage & Material Handling

Rigging & Material Handling Labor

Storage (Empty Crate Storage)

5.0 Marketing, Sponsorships & Giveaways

Sponsorship & Directory Listings

Promotional Giveaways / Swag

Printed Collateral (Brochures, Flyer

Pre-Show Marketing Campaigns

6.0 Staff Travel, Lodging & Meals

Flights / Transportation

Hotel Accommodation

Meals & Entertainment

Ground Transportation (Taxis, Park

**TOTAL ESTIMATED EXHIBITION
COST**