

Convention Exhibitors Budget Sheet

Exhibition Name.....Date.....Location.....

Objective.....

	Estimated Cost	Actual Cost		Estimated Cost	Actual Cost
1. Space			6. Advertising & Promotion		
Booth	\$ _____	\$ _____	Pre-show promo	\$ _____	\$ _____
Hotel Suite	\$ _____	\$ _____	Onsite promo	\$ _____	\$ _____
2. Exhibit Display			Post-Show Promo	\$ _____	\$ _____
Design & Construction	\$ _____	\$ _____	Direct Mail	\$ _____	\$ _____
Graphics	\$ _____	\$ _____	Public Relations	\$ _____	\$ _____
Refurbishing	\$ _____	\$ _____	Premiums	\$ _____	\$ _____
Products for Display	\$ _____	\$ _____	Show Literature	\$ _____	\$ _____
Booth Rental	\$ _____	\$ _____	Telemarketing	\$ _____	\$ _____
Used Booth Purchase	\$ _____	\$ _____	7. Personnel		
Literature Holders	\$ _____	\$ _____	Travel Expenses	\$ _____	\$ _____
Easels	\$ _____	\$ _____	Hotel Accomodation	\$ _____	\$ _____
Tool Kit	\$ _____	\$ _____	Show Registration	\$ _____	\$ _____
Lighting Fixtures	\$ _____	\$ _____	Meals	\$ _____	\$ _____
3. Booth Furnishings			Out of Pocket Expense	\$ _____	\$ _____
Tables	\$ _____	\$ _____	Special Uniforms	\$ _____	\$ _____
Chairs	\$ _____	\$ _____	8. Special Activities		
Ashtrays	\$ _____	\$ _____	Guest Entertainment	\$ _____	\$ _____
Rubbish Bins	\$ _____	\$ _____	Receptions	\$ _____	\$ _____
Carpeting	\$ _____	\$ _____	Sales Meetings	\$ _____	\$ _____
Floral Arrangements	\$ _____	\$ _____	Speaker Expenses	\$ _____	\$ _____
Computer Rentals	\$ _____	\$ _____	Presenter / Live Talent	\$ _____	\$ _____
Imprinter Rental	\$ _____	\$ _____	Training Expenses	\$ _____	\$ _____
Audiovisual Equip	\$ _____	\$ _____	9. Hospitality		
4. Show Services			Meeting Room	\$ _____	\$ _____
Labour	\$ _____	\$ _____	Food / Drinks	\$ _____	\$ _____
Electricity	\$ _____	\$ _____	Gifts	\$ _____	\$ _____
Water Gas	\$ _____	\$ _____	Audio Visual Equip	\$ _____	\$ _____
Telephone Fax	\$ _____	\$ _____	10. Other		
Booth Cleaning	\$ _____	\$ _____	_____	\$ _____	\$ _____
Photography	\$ _____	\$ _____	_____	\$ _____	\$ _____
Security	\$ _____	\$ _____	_____	\$ _____	\$ _____
Overnight Services	\$ _____	\$ _____	Total Show Budget	\$ _____	\$ _____
5. Shipping & Storage			Over budget		\$ _____
Freight	\$ _____	\$ _____	Under budget		\$ _____
Drayage	\$ _____	\$ _____			
Exhibit Storage	\$ _____	\$ _____			
Insurance	\$ _____	\$ _____			