

## Tradeshow Budget Worksheet

Tradeshow: \_\_\_\_\_

City: \_\_\_\_\_ Location: \_\_\_\_\_  
Dates: \_\_\_\_\_ Booth Numbers: \_\_\_\_\_ Size: \_\_\_\_\_ x \_\_\_\_\_

Initial planning, research cost	_____	
Supplier selection, travel	_____	
Plans total		_____
Exhibit design, concepts	_____	
Exhibit construction, inspections	_____	
Storage, packing, shipping	_____	
Return shipping, drayage	_____	
Exhibit total		_____
Supplies, badges, uniforms	_____	
Literature; promotional material	_____	
Cost of products, samples	_____	
Materials total		_____
Advertising, public relations	_____	
Personnel: transportation, lodging,	_____	
Meals, out-of-pocket expenses		
Models, demonstrators	_____	
Staff time charged to show		
Overhead total		_____
Rentals, services; telephone, electric,		
Furniture, fixtures	_____	
Hospitality room; entertainment	_____	
Dismantling, refurbishing		
Evaluation, measuring	_____	
Miscellaneous total		_____
<b>Grand total</b>		_____