

# Trade Show Budget Worksheet

Item		Budget (\$)	Actual (\$)	Difference (+) or (-)
Space Rental	Booth space			
	Hospitality suite			
	Hotel rooms			
Design & Construction	Booth design			
	Construction			
	Packing design			
	Display materials			
	Set-up/tear-down			
Transportation	Freight			
	Drayage			
	Customs & brokerage			
Show Services	Electrical			
	Plumbing			
	Janitorial			
	Security			
	Utilities			
	Telephone			
	Equipment rental			
	Furniture rental			
	Other			
Personnel	Staff salaries			
	Temporary staff			
	Meals & accommodation			
Advertising & promotion	Print advertising			
	Radio & TV			
	Direct mail			
	Catalogues			
	Premiums			
Miscellaneous				