

Tradeshow Budget Checklist

Exhibit Construction

- Design/models
- New Construction
- Refurbishing, maintenance

Exhibit Construction

- Space Rentals
- Storage
- Installation; erection
- Rental of furnishing
- Electrical
- Plumbing
- Special decoration; florist
- Electrical; water; refrigeration
- Compressed air or gas
- Cleaning
- Photography
- Security
- Dismantle; pack

Arrangements

- Rooms for personnel
- Suite; entertainment
- Beverage and food
- Transportation of personnel
- Registration fees

Show Promotion

- Advertising
- Publicity

- Other promotion
- Special personnel, models, demonstrations

Company Materials

- Equipment; tools
- Products; sampling or use
- Catalogs; literature
- Uniforms; clothing
- Promotion giveaways; awards
- Special shipping; packing
- Install; dismantle equipment

Disposition

- Reshipment
- Handling costs
- Shipping; store

Evaluation

- Survey cost
- Show audit
- Mailing; postage
- Analysis fees

Miscellaneous

- Tips; gratuities
- Others _____