

# Trade Show Budget

<- Enter name in cell to the left

<- Enter date in cell to the left

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Direct Show Expenses</b>	Display / Exhibit			
	Freight			
	Booth Space			
	Booth Set-Up			
	Booth Cleaning			
	Electrical Set-Up			
	Telephone Inside Booth			
	Other			
<b>Promotion</b>	Product Literature			
	Other Giveaways			
	Direct Marketing			
	Trade Show Specific Advertising			
	Press Relations			
	Other			
<b>Travel Arrangements</b>	Air Fare			
	Car Rental			
	Taxis, Limousine			
	Other			
<b>Hotel</b>	Staff Accommodations			
	Hospitality Suite			
	Refreshments / Food			
	Other			
<b>Additional Expenses</b>	Meals			
	Entertainment			
	Telephone Calls			
	Tips			
	Other			
<b>Total Expenditures</b>				