



**SLA EXHIBITOR BUDGET WORKSHEET
SLA ANNUAL CONFERENCE & INFO-EXPO
NEW ORLEANS, LA – 13 – 15 June 2010**

To assist you in your planning efforts, SLA is please to provide you with this budget worksheet.

I. EXHIIBIT DESIGN & PRODUCTION

Graphics: _____

New Production & Design: _____

Preparation & Refurbishing of
Existing Exhibit: _____

Rental of Exhibit: _____

Other: _____

Total: _____

II. EXHIBIT SPACE RENTAL

Standard Booth Space: _____

Corner Booth Space: _____

Island Booth Space: _____

Other: _____

Total: _____

III. FREIGHT/TRANSPORTATION

Air Freight: _____

Common Carrier: _____

Overnight, e.g. FedEx, UPS; _____

Van Line: _____

Total: _____

IV. SHOW SERVICES

Access Storage: _____

Audio/Visual Equipment: _____

Booth Cleaning: _____

Carpet: _____

Catering: _____

Computer Rental: _____

Electrical Outlets: _____

Electrical Labor (per hour): _____

Floral: _____

Furniture: _____

Installation & Dismantle of Booth: _____

Internet Access: _____

Labor: _____

Lead Retrieval Equipment: _____

Material Handling: Booth Freight –
Warehouse to the Exhibit Space: _____

Material Handling (Dryage): Booth
Freight – Freight Dock at the Center
Delivery to the Exhibit Space: _____

Photography: _____

Security: _____

Models/Hostesses: _____

Telephone: _____

Other: _____

Total: _____

V. EXHIBIT RELATED EXPENSES

Banner Ad: _____

Buyer List Purchase: _____

Client Receptions: _____

Entertainment: _____

Exhibitor Meeting Space: _____

Exhibitor Presentations (STAS): _____

Giveaways: _____

Giveaway Ad: _____

Literature Rack: _____

Lodging: _____

Per Diems (Meals): _____

Pre-Show Advertising: _____

Pre-Show Mailing List: _____

Pre-Show Marketing: _____

Poly-Bag Inserts: _____

Post-Show Mailing List: _____

Registration (over allotment): _____

Room Drop (Hotels): _____

SLA Awards Reception: _____

SLA CE Courses/Conference Sessions: _____

SLA Membership: _____

Sponsorships: _____

Staff Training: _____

Staff Uniforms: _____

Travel: _____

Other: _____

Grand Total: _____