

SLA EXHIBITOR BUDGET WORKSHEET
SLA ANNUAL CONFERENCE & EXHIBITION
Denver, CO - June 3 – 5, 2007

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

I. EXHIBIT 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 Exhibit Space: _____

Other: _____

Total: _____

III. FREIGHT/TRANSPORTATION

Air Freight: _____

Common Carrier: _____

Overnight, e.g. FedEx, UPS; _____

Van Line: _____

Total: _____

(Continued)

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: _____

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: _____

(Continued)

V. EXHIBIT RELATED EXPENSES

- Banner Ad: _____
- Buyer List Purchase: _____
- 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:** _____