



# MIAC 2010 & PAL SHOW May 16 – 17, 2010

## Direct Energy Centre

100 Princes' Blvd Exhibition Place, Hall A  
Toronto, Ontario, Canada M6K 3C3

### BUDGET WORKSHEET

To assist you with your budget monitoring, we have developed this simple worksheet as a means to track and compare your estimated costs and actual costs associated with the 2010 MIAC and PAL Shows. This form is for your reference and does not need to be returned to MIAC.

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

<b>SPACE</b>	<b>ESTIMATED COST</b>	<b>ACTUAL COST</b>
Exhibit Space Cost.....	\$ _____	\$ _____

**SHIPPING / STORAGE**

Shipping:	To.....	\$ _____	\$ _____
	From.....	\$ _____	\$ _____
Drayage:	In.....	\$ _____	\$ _____
	Out.....	\$ _____	\$ _____
Storage:	Before.....	\$ _____	\$ _____
	After.....	\$ _____	\$ _____
Insurance:	Rider.....	\$ _____	\$ _____
	Special.....	\$ _____	\$ _____

**SERVICES**

Labour:	Installation.....	\$ _____	\$ _____
	Dismantling.....	\$ _____	\$ _____
	Overtime.....	\$ _____	\$ _____
Electrical:	Labour.....	\$ _____	\$ _____
	Material.....	\$ _____	\$ _____
Telephone:	Line & Equipment..	\$ _____	\$ _____
	Long Distance Calls	\$ _____	\$ _____
	Booth Structure Rental	\$ _____	\$ _____
	Booth Cleaning:Vacuuming.....	\$ _____	\$ _____
	Porter Service.....	\$ _____	\$ _____
	Furniture:Carpet / Flooring.....	\$ _____	\$ _____
	Chairs & Tables.....	\$ _____	\$ _____
	Miscellaneous.....	\$ _____	\$ _____

**DISPLAY**

	Refurbish Booth.....	\$ _____	\$ _____
	Graphics:Refurbish.....	\$ _____	\$ _____
	Construct.....	\$ _____	\$ _____
	Literature:Printing.....	\$ _____	\$ _____
	Inserts.....	\$ _____	\$ _____
	Special Shipping.....	\$ _____	\$ _____
	Equipment Rental:A/V.....	\$ _____	\$ _____
	Computer.....	\$ _____	\$ _____
	Miscellaneous.....	\$ _____	\$ _____

**SUB-TOTAL\$** \_\_\_\_\_ \$ \_\_\_\_\_

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### BUDGET WORKSHEET

	ESTIMATED COST	ACTUAL COST
<b>SUB-TOTAL FORWARD</b>	\$ _____	\$ _____
<b>PERSONNEL</b>		
Travel Reservations.....	\$ _____	\$ _____
Hotel Reservations.....	\$ _____	\$ _____
Meals.....	\$ _____	\$ _____
Manpower: Booth Security.....	\$ _____	\$ _____
Hired Demonstrators.....	\$ _____	\$ _____
Out-Of-Pocket Expenses.....	\$ _____	\$ _____
<b>ADVERTISING &amp; PROMOTION</b>		
Give-Aways: Booth Prize(s).....	\$ _____	\$ _____
Souvenirs / Handouts.....	\$ _____	\$ _____
Sample Products.....	\$ _____	\$ _____
Pre-Show Promotion.....	\$ _____	\$ _____
On-Site Promotion.....	\$ _____	\$ _____
Post-Show Promotion.....	\$ _____	\$ _____
Direct Mail.....	\$ _____	\$ _____
Special Badges.....	\$ _____	\$ _____
Special Uniforms.....	\$ _____	\$ _____
Telemarketing.....	\$ _____	\$ _____
Miscellaneous.....	\$ _____	\$ _____
<b>SPECIAL ACTIVITIES</b>		
Client Entertainment.....	\$ _____	\$ _____
Receptions.....	\$ _____	\$ _____
Sales Meetings.....	\$ _____	\$ _____
Speakers / Training.....	\$ _____	\$ _____
<b>OTHER</b>		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>TOTAL\$</b> _____		\$ _____