



**MIAC 2009 & PAL SHOW**  
**August 23 – 24, 2009**  
**Toronto International Centre**  
**6900 Airport Road**  
**Halls 4A & 5**  
**Toronto, Ontario, Canada**

Music Industries Association of Canada  
 505 Consumers Road, Suite 807  
 Toronto, Ontario M2J 4V8  
 Tel: (416) 490-1871 Toll Free: 1-877-490-6422  
 Fax: (416) 490-0369 Toll Free: 1-877-809-8600  
 Websites: [www.miac.net](http://www.miac.net) and [www.thepalshow.com](http://www.thepalshow.com)

**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 2009 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.....	\$ _____	\$ _____
<b>SHIPPING / STORAGE</b>		
Shipping: To.....	\$ _____	\$ _____
From.....	\$ _____	\$ _____
Drayage: In.....	\$ _____	\$ _____
Out.....	\$ _____	\$ _____
Storage: Before.....	\$ _____	\$ _____
After.....	\$ _____	\$ _____
Insurance: Rider.....	\$ _____	\$ _____
Special.....	\$ _____	\$ _____
<b>SERVICES</b>		
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.....	\$ _____	\$ _____
<b>DISPLAY</b>		
Refurbish Booth.....	\$ _____	\$ _____
Graphics:Refurbish.....	\$ _____	\$ _____
Construct.....	\$ _____	\$ _____
Literature:Printing.....	\$ _____	\$ _____
Inserts.....	\$ _____	\$ _____
Special Shipping.....	\$ _____	\$ _____
Equipment Rental:A/V.....	\$ _____	\$ _____
Computer.....	\$ _____	\$ _____
Miscellaneous.....	\$ _____	\$ _____
<b>SUB-TOTAL\$</b>	_____	\$ _____

Continued on Page Two



**MIAC 2009 & PAL SHOW**  
**August 23 – 24, 2009**  
**Toronto International Centre**  
**6900 Airport Road**  
**Halls 4A & 5**  
**Toronto, Ontario, Canada**

Music Industries Association of Canada  
 505 Consumers Road, Suite 807  
 Toronto, Ontario M2J 4V8  
 Tel: (416) 490-1871 Toll Free: 1-877-490-6422  
 Fax: (416) 490-0369 Toll Free: 1-877-809-8600  
 Websites: [www.miac.net](http://www.miac.net) and [www.thepalshow.com](http://www.thepalshow.com)

**BUDGET WORKSHEET**

	<b>ESTIMATED COST</b>	<b>ACTUAL COST</b>
<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> _____		\$ _____