



ISA 6-8 October
Reliant Center, Houston, TX

ISA EXPO 2009

Exhibit Budget Form

Date: _____

Company: _____

Show Name: ISA EXPO 2009

Show Dates: 6-8 October

Location: Reliant Center

Space Size: _____

Booth No.: _____

Prepared By: _____

	Previous Show Actual Expenses	Estimated Expenses	Actual Expenses
Exhibit Space Cost:			
Shipping: To			
From			
Drayage: In			
Out			
Storage: Before			
After			
Labor: Installation			
Dismantling			
Overtime			
Electrical: Labor			
Material			
Plumbing & Air: Labor			
Rental			
Material			
Telephone: Line & Instrument			
Long Distance Calls			
Booth Rental:			
Booth Cleaning: Vacuuming			
Porter Service			
Furniture: Carpet-Flooring			
Chairs & Tables			
Misc			
Refurbish Booth			
Graphics: Refurbish			
Construct			
Staff Travel:			
Staff Housing:			
Insurance: Rider			
Special			
Literature: Printing			
Inserts			
Special Shipping			
Equipment Rental: AV			
Computer			
Misc			
Manpower: Booth Security			
Hired Demonstrators			
Give-aways: Booth prize			
Souvenirs			
Sample Products			
Miscellaneous:			
TOTAL			