EVENT BUDGET

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| EXPENSES | DESCRIPTION | RATE | QTY | EST | INV | NOTE |
| Facility Costs |  |  |  |  |  |  |
| Facility Rental |  |  |  |  |  |  |
| Laborers |  |  |  |  |  |  |
| Technicians |  |  |  |  |  |  |
| Laborers |  |  |  |  |  |  |
| AV Equipment |  |  |  |  |  |  |
| Security |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| Internet |  |  |  |  |  |  |
| Booths |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |
| Sub Total |  |  |  |  |  |  |
| Setup for Exhibit Hall |  |  |  |  |  |  |
| Booth package – pipe & drape, sign, table, 2 chairs |  |  |  |  |  |  |
| delivery |  |  |  |  |  |  |
| High cocktail tables |  |  |  |  |  |  |
| round tables & linens |  |  |  |  |  |  |
| other |  |  |  |  |  |  |
| Exhibit hall Subtotal |  |  |  |  |  |  |
| Keynote |  |  |  |  |  |  |
| Facility Rental |  |  |  |  |  |  |
| Laborers |  |  |  |  |  |  |
| Tech av needs |  |  |  |  |  |  |
| subtotal |  |  |  |  |  |  |
| food and beverages |  |  |  |  |  |  |
| Catering |  |  |  |  |  |  |
| Subtotal |  |  |  |  |  |  |
| Registration |  |  |  |  |  |  |
| Contract rate |  |  |  |  |  |  |
| Onsite labor |  |  |  |  |  |  |
| online |  |  |  |  |  |  |
| VIP Reception |  |  |  |  |  |  |
| Facility Rental |  |  |  |  |  |  |
| AV Equipment |  |  |  |  |  |  |
| Catering |  |  |  |  |  |  |
| VIP Reception Subtotal |  |  |  |  |  |  |
| Event Planner |  |  |  |  |  |  |
| from your contract |  |  |  |  |  |  |
| Event planner contract subtotal |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| Speakers |  |  |  |  |  |  |
| other |  |  |  |  |  |  |
| Travel subtotal |  |  |  |  |  |  |
| Printing |  |  |  |  |  |  |
| Printing subtotal |  |  |  |  |  |  |
| Miscellaneous |  |  |  |  |  |  |
| Misc. subtotal |  |  |  |  |  |  |
| Mailing |  |  |  |  |  |  |
| Printing and Mailing subtotal |  |  |  |  |  |  |
| Other Fees |  |  |  |  |  |  |
| Credit card charge credit card charges |  |  |  |  |  |  |
| other |  |  |  |  |  |  |
| Subtotal fees |  |  |  |  |  |  |
| TOTAL EXPENSES |  |  |  |  |  |  |