

Step 1: Enter costs the yellow cells

Step 2: The estimated total event cost will be automatically calculated

Step 3: After the trade show enter your Actual Costs

Item	<i>Suggested %</i>	Estimated Cost	Actual Cost
Booth fee	35%	\$ -	
<i>booth cost</i>			
<i>employee labor cost</i>			
Show services	6%	\$ -	
Display	27%	\$ -	
Transportation	22%	\$ -	
Promotion	10%	\$ -	
	Total	\$ -	



