

EXHIBIT BUDGET FORM



4-7 OCTOBER 2009
MORIAL CONVENTION CENTER
NEW ORLEANS, LOUISIANA, U.S.A

ATCE 2009 »

SPE ANNUAL TECHNICAL CONFERENCE AND EXHIBITION
 4-7 October ❁ New Orleans, Louisiana, USA ❁ www.spe.org/atce

Company:				
Show Dates:				
Person in Charge:				
Space Size:				
Booth No.:				
		Previous Show Actual Expenses	Estimated Expenses	Actual Expenses
Space Cost:				
Shipping:	To			
	From			
Storage:	Before			
	After			
Electrical:	Material			
	Labor			
Plumbing and Air:	Labor			
	Rental			
	Material			
Special Cleaning:	Labor Contract			
	Labor Hour			
Furniture:	Carpet-Flooring			
	Chairs and Tables			
	Special			
	Misc.			
Signs:	Refurbish			
	Special			
Labor:	Set-Up			
	Tear-Down			
	Special			
Telephone:	Installation and Calls			
	Long Distance Calls			
Internet Service:	Shared Service			
	Special Services			
Insurance:	Rider			
	Special			
Literature:	Printing			
	Special Shipping			
	Insert			
Special Equipment Rental:	Sound			
	Projector			
	Film			

Manpower:	Hired Demonstrators			
	Equipment Technicians			
Special Display:	____ % Allocation			
Housing:	____ Booth Personnel			
Travel:	____ Booth Personnel			
Giveaways:	Souvenirs			
	Food or Drink			
Entertainment:	Booth Catering			
	Special Functions			
Miscellaneous:	____ i.e. Flowers			
	Photography			
	Parking			
	TOTAL	0	0	0