

Your Company Name
 Name of Show
 Location of Venue
 Date of Event

Show	Date Ordered	Date Order completed	Allocated to:	Amount \$	Notes
Application Form					
Sent Out					
Deposit Submitted					
Booth Location Selected					
Balance Due Paid					
Car Park					
Booth					
Size					
Power Outlets					
Limitations					
Carpet Rental					
Paper/Pens/Scissors					
Room Freshener					
Badge Scanner					
Dbl Sided Sticky Tape					
Tools					
Table Covering					
Set Up Date					
Take Down Date					
Address					
Telephone					
email					
Riggars					
Labour					
Security					
Admin. Assistants					
Cleaning					
Flowers					
Wifi					
Computer Rental					
Lighting					
Seating					
Furniture					
First Aid Kit					
Insurance					
Featured Products and Services					
Displays					
New					
In stock					
Completed					
To Be Shipped					
Name of Carrier					
Waybill No.					
Number of pcs					
Return Information					
Supplier/Mfg					
Contact					
Address					
Telephone					
email					
Photos					
Transparencies					
Posters					
Blue Tack					
Art					

Products					
Promotional					
Space Advertising					
Direct Mail					
Invitations Sent					
Press Releases					
Flyers					
Business Cards					
Leaflet Holders					
Gift					
Giveaways					
Candies					
Survey Forms					
Fish Bowl					
Audio/Video					
Electronic Equipment					
Uniforms					
Name Tags					
Post it Notes					
Lap top/Notebook					
Staffers					
Advance Registration					
Travel Arrangements					
Hotel Reservations					
Hotel Name					
Address					
Liaison					
Phone Number					
email					
Hospitality Suite					
Meals					
Booth Duty Roster					
Hospitality Suite Roster					
Miscellaneous					
Training Refresher 1					
Training Refresher 2					
Uniforms					
Comfortable Shoes					
Briefing Staff					
Follow Up					
Emails Written					
Follow Up Giveaways Sent					
Leads Qualified					
Leads Distributed					
Sales					
Orders Taken at the show					
Sales Made from Show Leads					
Debriefing Comments					
Total Cost					
Total Orders/Sales					
Expected ROI					
Total Budgeted					