

Trade Show Planning Guide



		Job No:				StewartMDM,LLC			
		Book Date:				2949-B Paces Ferry Rd			
		Client P.O. No:				Atlanta, GA 30339			
		Report Date:				(678)842-0909 Fax (678)842-0947			
1.0 Client Information				2.0 StewartMDM Information					
		Client:				Gary Stewart: (678)842-0909 Mobile(404)408-9559 Home(770)432-3463			
		Main Contact:				gary@stewartmdm.com			
		Address:							
						Tony Gafford: (678)842-0908 Mobile(770)630-9880 Home(770)433-8844			
		Phone:				tony@stewartmdm.com			
		Fax:							
		email:				Scott Matthews: (678)842-0931 Mobile(770)815-4547 Home(770)975-9168			
						scott@stewartmdm.com			
3.0 Show Information									
		Show:				Show Hours:			
		Show Dates:				Show closes:			
		Location:				Ship Date:			
		Booth No.(s)				Move-In Date/Time:			
		Booth Size:				Set-Up Date/Time:			
		Height Limit:				Dismantle Date/Time:			
		Booth Type:				Move-Out Date/Time:			
		Special Restrictions				Hall Cleared By:			
		Show Opens:				General Contractor:			

4.0 Management/Marketing Services			Unit	Extension	Estimated Cost	Actual Cost	Variance Act.- Est.	Comments
	4.1.	Accounting/Clerical					\$0.00	
	4.2.	Coordination Mgmt					\$0.00	
	4.3.	Engineering/Detailing					\$0.00	
	4.4.	Exhibit Design					\$0.00	
	4.5.	Creative Consultation					\$0.00	
	4.6.	Graphic Design/Mgmt.					\$0.00	
	4.7.	Marketing Consultation					\$0.00	
	4.8.	Strategic Planning					\$0.00	
	4.9.	Web Master					\$0.00	
	4.10.	Web Hosting					\$0.00	
		4.0 Sub-totals			\$0.00	\$0.00	\$0.00	
5.0 Exhibit Information			Vendor or Unit Cost	Extension or Vendor PO#	Estimated Cost	Actual Cost	Variance Act.- Est.	Comments
	5.1.	Carpet. Padding/Flooring					\$0.00	
	5.2.	Pull / Prep/Load					\$0.00	
	5.3.	Receive/Check-In					\$0.00	
	5.4.	Inhouse set-up/preview					\$0.00	
	5.5.	Engineering certification					\$0.00	
	5.6.	New Property Construction					\$0.00	
	5.7.	Exhibit Modifications					\$0.00	
	5.8.	New Graphics					\$0.00	
	5.9.	Existing Graphics					\$0.00	
	5.10.	Road Box Consumables					\$0.00	
	5.11.						\$0.00	
	5.14.						\$0.00	
		5.0 Sub-totals			\$0.00	\$0.00	\$0.00	

6.0 Exhibit Rental				Vendor or Unit Cost	Extension or Vendor PO#	Estimated Cost	Actual Cost	Variance Act.- Est.	Comments
	6.1.							\$0.00	
	6.2.							\$0.00	
			<i>6.0 Sub-totals</i>			\$0.00	\$0.00	\$0.00	
7.0 Show Services/Prepaid				Vendor or Unit Cost	Extension or Vendor PO#	Estimated Cost	Actual Cost	Variance Act.- Est.	Comments
	7.1.	AirFreight						\$0.00	
	7.2.	A/V Equipment						\$0.00	
	7.3.	Booth cleaning						\$0.00	
	7.4.	Carpet Rental						\$0.00	
	7.5.	Catering						\$0.00	
	7.6.	Computer Equipment						\$0.00	
	7.7.	Drayage						\$0.00	
	7.8.	Electrical						\$0.00	
	7.9.	Equipment Rental						\$0.00	
	7.10.	Floral						\$0.00	
	7.11.	Forklift Rental						\$0.00	
	7.12.	Freight						\$0.00	
	7.13.	Furniture Rental						\$0.00	
	7.14.	Labor						\$0.00	
	7.15.	Lead Retrieval						\$0.00	
	7.16.	Photography						\$0.00	
	7.17.	Rigging						\$0.00	
	7.18.	Security						\$0.00	
	7.19.	Telephone/Special						\$0.00	
	7.20.	Internet I.P						\$0.00	
			<i>7.0 Sub-totals</i>			\$0.00	\$0.00	\$0.00	

8.0 Onsite Supervision				Vendor or Unit Cost	Extension or Vendor PO#	Estimated Cost	Actual Cost	Variance Act.- Est.	Comments
8.1.	Airfare							\$0.00	
8.2.	Ground Transportation							\$0.00	
8.3.	Hotel							\$0.00	
8.4.	Meals							\$0.00	
8.5.	Mileage							\$0.00	
8.6.	Onsite Supervisor (M-F)							\$0.00	
8.7.	Onsite Supervisor (Wknd)							\$0.00	
8.8.	Phone/Fax/Parking/Misc.							\$0.00	
		8.0 Sub-totals				\$0.00	\$0.00	\$0.00	
9.0 Promotional				Vendor or Unit Cost	Extension or Vendor PO#	Estimated Cost	Actual Cost	Variance Act.- Est.	Comments
9.1.								\$0.00	
9.2.								\$0.00	
		9.0 Sub-totals				\$0.00	\$0.00	\$0.00	
10.0 Space Rental				Vendor or Unit Cost	Extension or Vendor PO#	Estimated Cost	Actual Cost	Variance Act.- Est.	Comments
10.1.								\$0.00	
10.2.								\$0.00	
		10.0 Sub-totals				\$0.00	\$0.00	\$0.00	
11.0 Stage Show Presentation				Vendor or Unit Cost	Extension or Vendor PO#	Estimated Cost	Actual Cost	Variance Act.- Est.	Comments
11.1.								\$0.00	
11.2.								\$0.00	
		11.0 Sub-totals				\$0.00	\$0.00	\$0.00	

12.0	Summary of Costs		Vendor or Unit Cost	Extension or Vendor PO#	Estimated Cost	Actual Cost	Variance Act.- Est.	Comments
4.0	Management Services				\$0.00	\$0.00	\$0.00	
5.0	Exhibit Information				\$0.00	\$0.00	\$0.00	
6.0	Exhibit Rental				\$0.00	\$0.00	\$0.00	
7.0	Show Services/Prepaid				\$0.00	\$0.00	\$0.00	
8.0	Onsite Supervision				\$0.00	\$0.00	\$0.00	
9.0	Promotional				\$0.00	\$0.00	\$0.00	
10.0	Space Rental				\$0.00	\$0.00	\$0.00	
11.0	Stage Show Presentation				\$0.00	\$0.00	\$0.00	
		Total			\$0.00	\$0.00	\$0.00	
I have received, reviewed and approved								
the above referenced estimate.								
StewartMDM				Client Signature				
Date				Date				
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