

Trade Show Event Proposal

Event Overview

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Company Information

Company Name	
Contact Person	
Phone	
Email	
Address	

Event Details

Event Name	
Date(s)	
Location/Venue	
Booth Number	
Booth Size	
Target Audience	

Objectives

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Proposed Activities & Offerings

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Budget Summary

Description	Estimated Cost
Booth Space	
Design & Build	
Marketing Materials	
Staff Travel & Accommodation	

Other	
Total	

Expected Outcomes

Additional Notes

Authorized Signature

Date

Company Representative

Date