



AOPA AVIATION SUMMIT 2013 BUDGET ESTIMATOR

OCTOBER 10-12, 2013 | FT. WORTH CONVENTION CENTER & MEACHAM AIRPORT

To assist you in your planning and budget process, AOPA has listed below some of the more common products and services required by exhibitors and their related costs for the city of Ft. Worth. Please note that these are an average of the rates charged in Ft. Worth by contractors in 2012 and are an estimate for the 2013 AOPA Aviation Summit.

FURNITURE		SIGNS		LABOR		MATERIAL HANDLING	
SIDE CHAIR	\$105.00	11" X 14"	\$58.00	ST*	\$77.00	ADVANCE WAREHOUSE	\$69.00 PER CWT**
6' X 3' SKIRTED TABLE	\$119.00	22" X 28"	\$90.00	OT*	\$115.00	DIRECT SHOW SITE	\$59.00 PER CWT**
CARPET (10x10)	\$130.00					<i>(MINIMUM 100 CWT; 1 CWT = 100 POUNDS)</i>	

* **LABOR — STRAIGHT TIME:** 8:00AM - 4:30PM, M-F **OVER TIME:** 6:00 AM - 8:00 AM & 4:30 PM - MIDNIGHT, M-F; 6:00AM - MIDNIGHT, SAT & SUN

CLEANING	FLORAL	ELECTRICAL	INTERNET	RENTAL DISPLAY
VACUUM EACH NIGHT (\$0.42 sq. ft.)	4' GREEN PLANT \$48.00	120V/550W/5AMP OUTLET \$82.00	WIRELESS (1 DEVICE/3DAYS) \$159.99	10' DISPLAY WITH HEADER & CARPET \$1,950.00
TRASH (\$98/day)	MUMS \$25.00	120V/2000W/20AMP OUTLET \$119.00	INTERNET ACCESS (512K) RUN OF SHOW \$745.00	

(ELECTRICAL LABOR RATES ARE NOT INCLUDED IN THE ABOVE PRICING)

SHOW TIP

If you order and pay by **September 17, 2013**, you will save **40%** on booth furnishings!

AOPA AVIATION SUMMIT 2013 BUDGET ESTIMATOR FOR INLINE FURNISHED BOOTH (SAMPLE)

This is NOT an order form (do not fax to AOPA):

- You must fill out Exhibitor Services Manual forms to order these services. The Exhibitor Services Manual is online. Specific instructions on accessing this manual will be included in your confirmation kit.
- Exhibitor Reservation Form (enclosed) must be filled out for the exhibitor space order.

QUANTITY	ITEM	UNIT PRICE	TOTAL PRICE
2	SIDE CHAIRS	\$105.00 EACH	\$210.00
1	6' X 30' SKIRTED TABLE	\$119.00 EACH	\$119.00
2	100 LBS. OF MATERIAL HANDLING <i>(EQUALS 1 CWT; 100 LBS MINIMUM)</i>	\$69.00 EACH	\$138.00
100 SQ. FT.	BOOTH CLEANING <i>(10' X 10' = 100 SQ. FT.)</i>	\$0.42/SQ. FT.	\$42.00
1	120V/550W/5AMP OUTLET	\$82.00 EACH	\$82.00
2	CARPENTER HOURS ST <i>(IF NEEDED)</i>	\$77.00 EACH	\$154.00
2	CARPENTER HOURS OT <i>(IF NEEDED)</i>	\$115.00 EACH	\$230.00
1	10' X 10' INLINE BOOTH SPACE <i>(NOT A CORNER)</i>	\$1,950.00 EACH	\$1,950.00
GRAND TOTAL (BEFORE DISCOUNT)			\$2,925.00

*1 CWT = 100 POUNDS

The above numbers are for estimated budget purposes only and not for actual use. The figures in the estimator do not factor in some possible overtime charges, phone and Internet usage, shipping, travel, signage, display racks and cases, A/V equipment, or anything else you might need for your display. The above figures represent a 10' x 10' inline only with standard needs.

BUDGET WORKSHEET LOCATED ON THE BACK OF THIS SHEET FOR YOUR CONVENIENCE

SHOW TIP

Reduce surprises by using the **Budget Estimator Sheet** on the back of this form **now** to plan expenses and find ways to reduce costs!

THIS IS NOT AN ORDER FORM. DO NOT FAX OR MAIL TO THE AOPA.

Booth Space and Booth Services/Furnishings must be ordered separately using two different forms. This is a Budget Estimator **Worksheet ONLY** and cannot be used to order either booth space or booth services/furnishings.

To order Booth Services/Furnishings:

The Exhibitor Services Manual is online. Specific instructions for accessing the manual will be emailed to you from Hargrove, Inc. The email will include **all forms needed to order booth services/furnishings.**

SHOW TIP

If you order and pay by **September 17, 2013** you will save **40%** on booth furnishings!

Use this worksheet for estimating your total booth cost including Booth Space and Booth Services/Furnishings. These are ESTIMATED costs and ONLY to assist you in planning ahead for the AOPA Aviation Summit 2013.

WORKSHEET

This is NOT an order form (do not fax to AOPA):

1. You must fill out Exhibitor Services Manual forms to order these services. The Exhibitor Services Manual is online. Specific instructions on accessing this manual will be included in your confirmation kit.
2. Exhibitor Reservation Form (enclosed) must be filled out for the exhibitor space order.

SAMPLE OF ITEMS NEEDED	ESTIMATED COST PER ITEM:	X	MULTIPLY BY # OF ITEMS NEEDED	=	LINE TOTAL ITEM
*BOOTH SPACE - 10' X 10' IN-LINE	\$2,375.00		x	=	
*BOOTH SPACE - 10' X 10' CORNER	\$2,975.00		x	=	
SIDE CHAIR	\$105.00		x	=	
6' X 30" SKIRTED TABLE	\$119.00		x	=	
100LBS. OF MATERIAL (EQUALS 1 CWT; 100 LBS. MINIMUM)	\$69.00		x	=	
BOOTH CLEANING (100 SQ. FT. MINIMUM)	\$0.42/SQ. FT.		x	=	
PLANTS - POT OF MUMS	\$25.00		x	=	
120V/550W/5AMP OUTLET	\$82.00		x	=	
120V/2200W/20AMP OUTLET	\$119.00		x	=	
WIRELESS 1 DEVICE/DAY	\$79.99/DAY		x	=	
WIRELESS 1 DEVICE/3 DAYS	\$159.99/3 DAYS		x	=	
WIRELESS 1 DEVICE/5 DAYS	\$239.99/5 DAYS		x	=	
INTERNET ACCESS (RUN OF SHOW; 1 CONNECTION - 512K)	\$745.00/RUN OF SHOW		x	=	
CARPENTER HOURS (INBOUND) STANDARD TIME	\$77.00		x	=	
CARPENTER HOURS (OUTBOUND) OVER TIME	\$115.00		x	=	
ESTIMATED COST OF PURCHASING AND FURNISHING A BOOTH (BEFORE DISCOUNT)**				=	

Estimated costs are an average of the rates charged in Ft. Worth by contractors in 2012 and are an **estimate** for services for the 2013 AOPA Aviation Summit.

*Actual Costs

***Note:** Line items **not** included in this list are "variables." Variables may include items such as travel and hotel expenses, and electrical, labor charges, warehouse storage, shipping to and from the show, display racks and cases, cleaning charges, A/V equipment, and anything else you might need for your display.

SHOW TIP

The Exhibitor Services Manual with order forms is online. Only pre-orders receive **40% discount.** "Last Minute" orders can mean major delays; do not wait to order on-site!