

Exhibit "B" Flyers / Posters Advertising Contractor Checklist

FLYERS/POSTERS

Reimbursement allowed for flyers or poster placed outside of Kittitas County only

Name of flyer/poster contractor	Cost per piece of flyers/posters placed outside of Kittitas County	x	Number of Pieces	equals	Cost of flyers/posters placed outside of Kittitas County to be included on lodging tax reimbursement request
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**YOU MUST CALCULATE THE OUT OF COUNTY COSTS
BASED ON THE NUMBER FLYERS/POSTERS POSTED AT
OUT COUNTY LOCATIONS**

To be included with this reimbursement request:

1. The invoice showing the total number of flyers/posters printed AND a sample of the flyer/poster with the required branding logos
2. A complete list of all addresses where flyers/posters were posted and how many were posted at each location
3. A signed statement from the grantee that the list is accurate

ONLY THE FLYERS/POSTERS POSTED OUTSIDE OF KITTITAS COUNTY ARE ELIGIBLE FOR REIMBURSEMENT

If a separate party (for example, the Chamber of Commerce) is ordering the Flyers/Posters for your event, you must include the invoice from the Chamber of Commerce billing your event. Included with their invoice to you should be any invoices they paid to the marketing company for any Flyer/Poster advertising services provided.

THE SEPARATE PARTY MUST BE PAID BEFORE YOU CAN SUBMIT YOUR REIMBURSEMENT REQUEST

ALL PAYMENTS TO LODGING TAX GRANTEES ARE PAID ON A REIMBURSEMENT BASIS ONLY

ALL INVOICES SUBMITTED TO THE COUNTY FOR REIMBURSEMENT ARE TO HAVE ALREADY BEEN PAID TO THE VENDOR

DO NOT SUBMIT REIMBURSEMENT REQUESTS FOR INVOICES THAT HAVE NOT ALREADY BEEN PAID TO THE VENDOR