

Exhibit "B" Online Advertising Contractor Checklist

Online Advertising

Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost

Name of online advertiser

Cost of online advertising

x 100% Allowed Reimbursement

Cost of online advertising to be included on lodging tax reimbursement request

To be included with this reimbursement request:

1. The invoice showing the timeframe and the total amount due for that time frame's online marketing
2. A screenshot of the online marketing product with the required branding logos for the timeframe listed on the invoice
3. For streamed med (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of receipts which are outside of Kittitas County

If a separate party (for example, the Chamber of Commerce) is ordering the Online advertising 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 the Online 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