

**Exhibit "B" Print Advertising Contractor Checklist**

## Print Advertising

### Out of County Media Provider (exclusively out of county)

A.

Name of out of county media provider (operated exclusively out of county)	Cost of print Advertising	x 100% Allowed Reimbursement	Cost of print advertising to be included on lodging tax reimbursement request
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**To be included with this reimbursement request:**

1. The invoice from the print advertiser showing the dates of publication
2. An original full page tear sheet with the required branding logos from the advertising publication for each day that was billed on the invoice
3. A letter from the print advertiser certifying that they are not physically located in the County and/or do not distribute any media within the County

### In County Media Provider

B.

#### DATE SPECIFIC EVENT ADVERTISED DAY OF THE EVENT AND UP TO 10 DAYS PRIOR

i. Name of in county media provider	Cost of print Advertising	x 100% Allowed Reimbursement	Cost of print advertising to be included on lodging tax reimbursement request
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**To be included with this reimbursement request:**

1. The invoice from the print advertiser showing the dates of publication
2. An original full page tear sheet with the required branding logos from the advertising publication for each day that was billed on the invoice

#### SEASONAL OR YEAR-ROUND EVENTS, OR DATE SPECIFIC EVENT OUTSIDE OF 10 DAY WINDOW

ii. Name of in county media provider	<p><b>YOU MUST CALCULATE THE OUT OF COUNTY COSTS BASED ON THE <u>ACTUAL (NOT ESTIMATED)</u> OUT OF COUNTY DISTRIBUTION PERCENTAGE PROVIDED BY THE PRINT ADVERTISER</b></p>	Cost for distribution to areas outside of Kittitas County only to be included on lodging tax reimbursement request
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**To be included with this reimbursement request:**

1. The invoice from the print advertiser showing the dates of publication
2. An original full page tear sheet with the required branding logos from the advertising publication for each day that was billed on the invoice
3. A statement from the in county media provider stating the ACTUAL (NOT ESTIMATED) percentage distribution to areas outside of Kittitas County  
**ONLY THE PERCENTAGE OF DISTRIBUTION OUTSIDE OF KITTITAS COUNTY IS ELIGIBLE FOR REIMBURSEMENT**

If a separate party (for example, the Chamber of Commerce) is ordering the Print 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 the tear sheets and invoices paid to the print advertiser by the Chamber of Commerce and if applicable any invoices from the Chamber's marketing company billing the Chamber of Commerce for any print services provided.

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

**ALL PAYMENTS TO LODGING TAX GRANTEEES 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**