

## FLYERS/POSTERS - 2024

### 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**

### BANNERS

Banners which are placed inside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. In order to received reimbursement, the banner cannot list a specified date or location. Request can only be made one time.

#### To be included with this reimbursement request:

- 1 The invoice from the printer showing detailed cost / quantity of the banners
- 2 A picture of the banner and/or a proof of the design from the printer showing that the reimbursement requirements above are met.
- 3 The appropriate logos need to be used as per Section 1 of Exhibit B Branding under Print Advertising
- 4 Certification from the contractor that this is the only request for Banner purchase for the event per the Exhibit B Guidelines

### Signage (site layout use only)

Signage (site layout use only) which are place inside of the venue/facility of the event may be reimbursed at 100% of the cost, including any production costs. In order to receive reimbursement, the signage cannot list specified date or location. Request can only be made one time. (i.e. ADA Parking/Parking, Loading Zone, Evacuation Route, Bathrooms, and State Locations)

#### To be included with this reimbursement request:

- 1 The invoice from the printer showing detailed cost / quantity of the signage
- 2 A picture of the signage and/or a proof of the design from the printer showing that the reimbursement requirements above are met.
- 3 Certification from the contractor that this is the only request for Signage purchase for the event per the Exhibit B Guidelines

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 SUMBIT REIMBURSEMENT REQUESTS FOR INVOICES THAT HAVE NOT ALREADY BEEN PAID TO THE VENDOR**