TYPICAL EXPENSES BY COMMITTEE

GENERAL CHAIRMAN AND VICE CHAIRMAN
Rental fees for meeting facility, stationery, printing, postage, gratuities

PRE-REGISTRATION / ON-SITE REGISTRATION
Badges, ribbons, packet envelopes, equipment rental (e.g., computers, printers, etc.), printing, office supplies (e.g., confirmation letters and envelopes), postage

MART UNLOADING / LOADING
Mart tables and coverings, 2 chairs per mart table, dolly rental, postage, mart room decorations, printing, signage expenses (for inside and outside - mart room, loading, unloading, etc.) portable walkie-talkies

EXHIBIT
Display panels/walls, tables, risers, display case rental, printing, signs, stanchions

BANQUET
Banquet meal, table gifts, decorations, printing (e.g., program, menu, tickets, signage), room setup, entertainment, gratuities, hotel corkage fees

HOSPITALITY
Pastries, donuts, snacks, beverages, coffee, decorations, signs, tip jar

PROGRAMS / LECTURES / SPEAKERS
Audio-visual equipment rental, videotaping, signs, postage, speaker fees and expenses (e.g., courtesy registration, hotel rooms, travel expenses)

AUCTIONS – LIVE AND SILENT
Printing of forms and signs, stationery/supplies, auctioneer fee, sound system

SECURITY
Mart room, Exhibit room, Auction room

FINANCE
Bank expenses (e.g. endorsement stamps, checks, deposit slips), postage

ADVERTISING
Mart ads, promotional gifts, flyer printing, meeting souvenirs

PHOTOGRAPHY
Film, developing, albums

ACTIVITIES
Signs, equipment rental, transportation (e.g., shuttle buses)

DOOR PRIZES
Wrapping material, postage, prizes, signs, printing

INSURANCE
Liability, Exhibit