

## **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