



Bend XPO  
VENDOR BOOTH SERVICES ORDER FORM

309-751-4280

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1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
2. "House electricians" must perform all electrical work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation, may not be executed without "house electrician."
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
4. All materials and equipment furnished by XPO personnel for this service order shall remain in Bend XPO property and shall be removed ONLY by XPO personnel at the close of the show.
5. Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$55.00 per hour. Special materials required will be charged at cost, plus 20%.
6. No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.
7. "House electricians" must perform all Internet work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation may not be executed without "house electrician."
8. Conference software configuration available at one-half hour increments at \$55.00 per hour.
9. Bend XPO personnel will install, maintain, inspect and remove all Internet services.
10. High Speed Connection 10/100 Ethernet card. DHCP protocols required.

*The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Bend XPO does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever.*

I, (print name) \_\_\_\_\_, ACKNOWLEDGE THESE VENDER SERVICES POLICIES AND AGREE TO PAY BEND XPO FOR BOOTH SERVICES REQUESTED PER RATES SHOWN ON THIS ORDER FORM.

Signature \_\_\_\_\_

**OFFICE USE ONLY**

Received by:

Paid on:

Installed by: