

# Vendor Order Form

**ALL VENDOR ORDERS MUST BE TURNED IN 5 BUSINESS DAYS BEFORE THE 1st DAY OF THE EVENT TO RECEIVE PRE-PAID PRICING**



Event Name \_\_\_\_\_

Event date \_\_\_\_\_

Exhibitor Name \_\_\_\_\_

Booth # \_\_\_\_\_

6600 Burden Blvd.  
Pasco, WA 99301

Name \_\_\_\_\_

(509) 543-2999  
Fax (509) 543-2998

Address \_\_\_\_\_

Email: info@hapocenter.com  
[www.hapocenter.com](http://www.hapocenter.com)

City/State/Zip \_\_\_\_\_

Phone/Fax Number \_\_\_\_\_

Email: \_\_\_\_\_ (Required)

DUPLIX ELECTRICAL OUTLET - 110 VOLT			
Quantity	Pre-Paid	Floor Order	
500 Watt or 5 amp	\$ 51.00	\$	71.00
1000 Watt or 10 amp	\$ 62.00	\$	82.00
1500 Watt or 15 amp	\$ 72.00	\$	112.00
2000 Watt or 20 amp	\$ 83.00	\$	133.00
(Tax included in prices)			

Single Electrical Outlets - 208 VOLT / SINGLE PHASE			
	Pre-Paid	Floor Order	
10 amps, 1/2 HP or less	\$ 95.00	\$	135.00
15 amps, 1 HP or less	\$ 105.00	\$	145.00
20 amps, 1 1/2 HP or less	\$ 115.00	\$	155.00
30 amps, 2HP or less	\$ 127.00	\$	177.00
40 amps, 3HP or less	\$ 143.00	\$	193.00
50 amps, 4HP or less	\$ 159.00	\$	209.00
60 amps, 5HP or less	\$ 176.00	\$	226.00
(Tax included in prices)			

Single Electrical Outlets - 208 VOLT / THREE PHASE			
	Pre-Paid	Floor Order	
10 amps, 1/2 HP or less	\$ 99.00	\$	139.00
15 amps, 1 HP or less	\$ 110.00	\$	150.00
20 amps, 1 1/2 HP or less	\$ 121.00	\$	161.00
30 amps, 2HP or less	\$ 159.00	\$	199.00
40 amps, 3HP or less	\$ 170.00	\$	210.00
50 amps, 4HP or less	\$ 197.00	\$	237.00
60 amps, 5HP or less	\$ 219.00	\$	259.00
(Tax included in prices)			

Telephone / Internet Service Order			
	Pre-Paid	Floor Order	
Basic Phone Line - Dedicated	\$ 95.00	\$	105.00
Basic Internet Line - Dedicated	\$ 95.00	\$	105.00
BASIC WI-FI FREE	\$ -	\$	-
(Tax included in prices)			

Other Service not on this Form: \_\_\_\_\_ Price: \_\_\_\_\_  
(Please see Fee Sheet for Promoters)

**FORMS WITHOUT PAYMENT INCLUDED WILL NOT BE PROCESSED**

Total \$ \_\_\_\_\_

Method of Payment: \_\_\_\_\_  
(ie Cash, Check, Visa, American Express, Master Card, Discover etc)

**Promoter Requesting Additional Equipment/Services:**

I authorized the HAPO Center to charge for the additional requested equipment and/ or services to my final Settlement or Invoice.

AUTHORIZED SIGNATURE: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code (3-digit # on back of card): \_\_\_\_\_

I authorize the HAPO Center to debit my credit card for the charges requested above and for any additional charges incurred during the event.

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Booth Equipment			
Quantity	Pre-Paid	Floor Order	
6' Table - Skirted	\$ 22.00	\$	42.00
6' Table - No Skirt	\$ 14.00	\$	27.00
Cocktail Table (if available)	\$ 24.00	\$	42.00
Table Skirt w/ clips	\$ 8.00	\$	15.00
Padded Chair	\$ 3.00	\$	7.00
Wastebasket (if available)	\$ 3.00	\$	7.00
Arm light	\$ 45.00	\$	62.00
Stool (if available)	\$ 11.00	\$	16.00
Pipe / Drape (per foot)	\$ 2.00	\$	4.00
Extension Cord (If available)	\$ 15.00	\$	25.00
Distro Box	\$ 350.00	\$	375.00
(Tax included in prices)			

Event Equipment			
	Pre-Paid	Floor Order	
Easel	\$ 15.00	\$	21.00
CD Player	\$ 50.00	\$	62.00
Lapel Mic	\$ 120.00	\$	150.00
Wired Mic	\$ 50.00	\$	85.00
Cordless Mic	\$ 120.00	\$	150.00
8' Tripod Screen	\$ 80.00	\$	110.00
A/V Cart	\$ 15.00	\$	21.00
Basic Data Projection Pkg	\$ 275.00	\$	375.00
Conference Speaker Phone	\$ 115.00	\$	145.00
(Tax included in prices)			

Miscellaneous Event Equipment			
	Pre-Paid	Floor Order	
Podium Table Top	\$ 22.00	\$	32.00
Podium Standing	\$ 27.00	\$	42.00
Coat Rack	\$ 15.00	\$	25.00
Dance Floor 24' x 32'	\$ 225.00		
Stage 40' x 32'	\$ 550.00		
Stage 20' x 16'	\$ 225.00		
Riser 6x8	\$ 50.00	\$	75.00
**Booth help (unloading) per hr	\$ 40.00		N/A
**Fork Lift & Operator (per 1/4 hr)	\$ 27.00		N/A
(Tax included in prices)			

\*\*must be arranged a minimum of 5 business days in advance.