

Florida International University  
**SERVICES/ENTERTAINMENT/PERFORMANCE AGREEMENT**

(Services provided by an entertainer, guest speaker, trainer, lecturer, academic reviewer, performer, education or athletic service provider for less than \$75,000 and requiring a single payment after services rendered)

This Services/Entertainment/Performance Agreement (the "Agreement") is entered into as of the date fully executed below (the "Effective Date"), by and between The Florida International University Board of Trustees ("FIU"), on behalf of the \_\_\_\_\_ department, and \_\_\_\_\_ (Vendor ID #: \_\_\_\_\_), whose address for notice purposes is \_\_\_\_\_ ("Vendor").

The parties agree as follows:

1. **SERVICE.** Vendor is an independent contractor and shall provide the following service(s) (the "Services"): \_\_\_\_\_

- **START DATE:** The Vendor will commence performance of the Services on: \_\_\_\_\_ (or the date this Agreement is fully executed by all parties, whichever is later).
- **END DATE:** Services will continue until: \_\_\_\_\_ (or until the date performance of the Services is complete, whichever is later).

2. **LOCATION AND TIMES OF PERFORMANCE OF SERVICES.**

- The Premises: \_\_\_\_\_
- Date(s): \_\_\_\_\_, 20\_\_\_\_ Between the hours of: \_\_\_\_\_ and \_\_\_\_\_ Minimum length of Performance: \_\_\_\_\_ hours \_\_\_\_\_ minutes  
 \_\_\_\_\_, 20\_\_\_\_ and \_\_\_\_\_ hours \_\_\_\_\_ minutes  
 \_\_\_\_\_, 20\_\_\_\_ and \_\_\_\_\_ hours \_\_\_\_\_ minutes

3. **FEE/COMPENSATION.**

- FIU will pay Vendor in the following method (pick one):  
 A fee of \$ \_\_\_\_\_; **OR**  
 An amount not to exceed \$ \_\_\_\_\_, calculated as follows: \_\_\_\_\_
- Select here if FIU must compensate Vendor for expenses. The expenses include: \_\_\_\_\_

4. **PAYMENT TERMS.**

- Payee: \_\_\_\_\_
- Special Payment Terms: \_\_\_\_\_

5. **EQUIPMENT AND PERSONNEL.** FIU will make the Premises available and provide the following equipment for the Services (if any): \_\_\_\_\_

6. **FIU CONTACT INFORMATION.** All correspondence to FIU related to this Agreement shall be addressed to: \_\_\_\_\_ (name) at \_\_\_\_\_ (address) \_\_\_\_\_ (phone) \_\_\_\_\_ (email)

7. **TERMS AND CONDITIONS.** This Agreement shall be subject to the Terms and Conditions set forth at <https://generalcounsel.fiu.edu/contract-forms/> in effect upon the Effective Date of this Agreement. Such Terms and Conditions are hereby incorporated herein and made a part hereof by reference. By signing below, Vendor represents that Vendor has had the opportunity to review and agrees to abide by all the terms and conditions contained therein. Vendor represents that Vendor/Payee is not an employee of the State of Florida, or, if Vendor is an employee of the State of Florida, has attached a dual compensation form to this Agreement. The duly authorized representatives of the parties execute this Agreement.

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES**

**VENDOR:** \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: Kelly Loll, C.P.M.  
Title: Director of Purchasing  
Date: \_\_\_\_\_

By signing below, I confirm that the funds for this purchase are available and approved for use and that the information in the Agreement is approved. After Services are rendered, process payment through the electronic Unencumbered Payment Form: <http://finance.fiu.edu/controller/Forms.html>  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Accountable Officer (Business Unit Approver)*