

PURCHASE ORDER

NUMBER: 3018



FIRM

Jamaine Parks II  
dba Captured Photobooth LLC

Ship To:

Bill To:

Description of Items or Services to be Procured  
Providing: Photobooth

Hispanic or Latino Association  
Club Hola  
Event Date: April 27, 2026  
Program Type: Campus-wide social event  
IER: 10174993.00  
Location: Hughes-Trigg Ballrooms  
Attendance: 200  
Attachments: Captured Photobooth Invoice 1398 & SMU Terms and Conditions & Insurance Exhibit  
\$400.00  
Paying with check from Students' Association Comptroller

Total Purchase Order Amount

\$400.00

**Southern Methodist University**  
**P.O. Box 750416**  
**Dallas, Texas 75275-0416**

DocuSigned by:

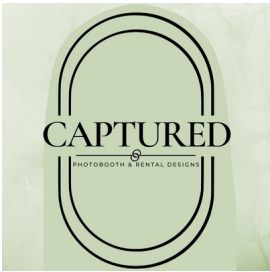
*Shannon Brown*

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Shannon Brown - Director of Purchasing

AN EQUAL OPPORTUNITY INSTITUTION

3/31/2026



# INVOICE

**Captured Photobooth LLC**  
6644 Mountain Cedar Lane  
Dallas, Texas 75236  
United States

Phone: 4692615480  
Mobile: 2149522249  
captureddfw.com

**BILL TO**  
**Gracia Suppogu** Southern Methodist University

gsuppogu@smu.edu

**Invoice Number:** 1398

**Invoice Date:** February 2, 2026

**Payment Due:** April 27, 2026

**Amount Due (USD): \$400.00**

Items	Quantity	Price	Amount
<b>Photobooth Package</b> 2 hours of photobooth service with 2x6 prints included. Backdrop included	1	\$400.00	\$400.00

**Total:** \$400.00

**Amount Due (USD): \$400.00**

### Notes / Terms

Due on day of event

Venue: SMU - Hughes Trigg Ballroom

Date: 4/27/26

Time Slot: 5:30pm - 7:30PM

Payment info:

Zelle - capturedcodfw@gmail.com OR Venmo - @capturedco

## SOUTHERN METHODIST UNIVERSITY (SMU) - GENERAL TERMS AND CONDITIONS

- 1. General** – These General Terms and Conditions apply to SMU’s purchase of the goods and/or services listed on the attached order, contract, invoice or other document (this “Contract”) and are incorporated in this Contract. Terms and conditions submitted by Seller with a proposal, an invoice or otherwise are not incorporated in this Contract. Seller accepts this Contract by Seller’s shipment of the goods or commencement of the services described in this Contract. The obligations imposed on Seller under Paragraphs 1, 2, 3, 4, 5, 6, 8, 11 and 12 of these General Terms and Conditions survive the termination of this Contract.
- 2. Prices; Shipment** – Any price(s) submitted by Seller in response to a verbal or written solicitation from SMU are firm and not subject to change without written permission of the President, a Vice President or the Director of Purchasing or other authorized signatory of SMU. SMU does not assume responsibility for goods shipped without SMU’s permission or for goods that do not meet the requirements set forth in this Contract. SMU may return such goods to Seller at Seller’s expense. UNLESS OTHERWISE INDICATED, ALL PRICES ARE FREIGHT ON BOARD DESTINATION.
- 3. Governing Law; Jurisdiction; Taxes; Modifications; No Assignment** – This Contract shall be governed by Texas law. Seller submits to the exclusive jurisdiction of the federal or state courts in Dallas County, Texas. SMU is exempt from state sales and use taxes, unless otherwise stated. This Contract may not be modified and Seller may not assign this Contract or any of its rights or obligations without written consent of the President, a Vice President or the Director of Purchasing or other authorized signatory of SMU.
- 4. Responsibility; Indemnification** – Seller shall be responsible to SMU for the acts and omissions of Seller and Seller’s employees, subcontractors, suppliers, volunteers, agents and any other persons performing any of Seller’s obligations (“Seller Parties”). Seller is responsible for ensuring that all Seller Parties comply with the obligations of Seller. Except to the extent caused by the negligence or fault of the indemnified party, Seller will indemnify, defend and hold harmless SMU, its trustees, officers, employees, students, volunteers and agents (each, an “SMU Party”) from and against all losses, costs, damages, injuries, liabilities, claims, demands, penalties, actions or causes of action (including, without limitation, costs of dispute resolution proceedings and attorneys’ fees and claims for infringement of intellectual property rights, wrongful death, personal injury and/or property damage) directly or indirectly arising out of, resulting from, or relating to Seller’s goods and/or Seller’s performance of services for SMU and/or other activities of the Seller or Seller Parties.
- 5. Insurance** – Seller agrees to carry general liability, automobile liability and workers’ compensation insurance and/or other insurance coverage required by SMU. Upon request, Seller will furnish a certificate showing proof of such insurance coverage, naming SMU, its trustees, officers, employees, students, volunteers and agents, as additional insured as their interests may appear.
- 6. Warranty of Seller** – Seller expressly warrants that all goods and services provided to SMU will conform to the specifications, drawings, samples or other descriptions furnished to or specified by SMU, will be merchantable, new, of good material and workmanship and free from defect. Seller warrants that its services will be performed in accord with the highest appropriate professional and/or industry standard. SMU relies upon Seller’s expertise to provide goods and perform services in a manner fit to accomplish all of SMU’s foreseeable purposes. Seller promptly will correct any defect in its goods or services at no cost to SMU.
- 7. Non-Discrimination; Affirmative Action** – Seller warrants that it will not discriminate against any person on the basis of race, color, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation or gender identity and expression. The parties hereby incorporate the equal employment opportunity and affirmative action requirements, if applicable, of 41 C.F.R. 60-1.4(a) and 29 C.F.R. Part 471, Appendix A to Subpart A. **Seller and all Seller Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified protected veterans and qualified individuals on the basis of disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities.**
- 8. Compliance with Laws** – Seller represents and warrants that it will comply with all applicable federal, state and local laws and regulations and that all goods and/or services furnished will be manufactured or furnished in accordance with all applicable federal, state and local laws and regulations. Seller will obtain all required licenses and permits. Without limiting the foregoing, hazardous materials must be properly labeled and accompanied by a Safety Data Sheet (SDS).
- 9. Independent Contractor** – This Contract does not create a partnership, a joint venture or an employer-employee relationship between the parties. Seller provides its goods and services hereunder as an independent contractor.
- 10. No Kickbacks or Extra Benefits; Fair Consideration** – Seller represents and warrants that no SMU Party has received or will receive any personal compensation or consideration of any kind by or from Seller in connection with obtaining, arranging, negotiating or performing this Contract. Seller agrees that the consideration to be paid by SMU under this Contract is fair and reasonable consideration relative to the value of services to be provided by Seller to SMU.
- 11. Privacy; Confidentiality** – Seller will keep information about SMU, this Contract and each SMU Party confidential.
- 12. No Use of Name** – Nothing contained herein allows Seller to use the name “SMU” or “Southern Methodist University” or any of SMU’s logos or images. Seller shall take no action that states or implies or allows another to infer that SMU has approved or endorsed Seller’s goods or services.

## SOUTHERN METHODIST UNIVERSITY (SMU) - GENERAL TERMS AND CONDITIONS

13. Vendor shall enforce strict discipline and good order among Vendor Parties. Vendor shall not permit unfit persons, or persons unskilled in the tasks assigned to them to perform any part of the services hereunder. Vendor shall independently verify whether any Vendor Party assigned to work on SMU property has a record of a conviction of any felony or of a misdemeanor involving alcoholic beverages, animals, assault, computers, controlled substances, criminal mischief, dishonesty, disorderly conduct, explosives, fire alarms, fraud, harassment, indecent exposure, public indecency, public lewdness, riot, stalking or theft ("Misdemeanor"), under Texas law or the equivalent under the laws of another jurisdiction. Vendor shall also ensure that employment screenings are conducted on all persons who are expected to perform services, consistent with the duties and responsibilities associated with such individuals' positions, locations of work and other factors. Vendor shall not permit any person to perform services hereunder if Vendor deems such individual to be an unreasonable risk on the basis of the results of such screenings. In addition, Vendor shall not permit any person to perform Services on SMU property who has been convicted of a felony or Misdemeanor under Texas law, or the equivalent under the laws of another jurisdiction, without first obtaining written approval from the SMU Police Department. SMU reserves the right to refuse to grant such permission if, in its sole judgment, business necessity requires it to do so. SMU reserves the right to remove immediately from SMU's property (or to require Vendor to remove immediately) any Vendor Party should such Vendor Party pose, in the reasonable judgment of SMU, an immediate threat of harm or nuisance to persons or property. To the extent required by law, all Vendor Parties shall be United States citizens or nationals, lawful permanent residents, or aliens properly authorized to work in the United States. At SMU's request, Vendor shall provide appropriate documentation demonstrating compliance with the requirements of this Paragraph A.

14. The consumption of alcoholic beverages and the illegal use of controlled substances shall not be permitted on SMU's property nor shall Vendor or any Vendor Parties be under the influence of such substances while on SMU's property. Vendor will comply with SMU's Non-Smoking Policy, a copy of which can be obtained from SMU's Representative. Smoking will not be permitted at any location where either SMU or Vendor has posted a "No Smoking" sign, it being understood that Vendor has the obligation to post appropriate "No Smoking" signs as necessary for safety reasons within the spaces for which Vendor is responsible. Further, it is understood that SMU has designated all campus buildings as "No Smoking" areas which designation must be respected unless a "Smoking Permitted" sign has been posted by SMU.

15. To the extent permitted by law, the use or possession of dangerous weapons or facsimiles of dangerous weapons on SMU property is prohibited for all persons except for persons duly authorized by the SMU Police Department or by an accredited law enforcement office, to carry a firearm in the performance of their duty.

16. Vendor must obtain authorization for parking of vehicles or equipment on SMU property from SMU's Representative. Vehicles and equipment will also conform to all parking regulations of SMU as directed by SMU's Police Department.

17. Vendor will comply with all SMU policies and procedures.

18. Neither Party shall be liable or responsible to the other Party, nor be deemed to have defaulted or breached the Agreement, for any failure or delay in fulfilling or performing any term of the Agreement when and to the extent such Party's failure or delay is not due to the fault or negligence of the affected party and is caused by or results from acts or circumstances beyond the reasonable control of the affected Party, including, without limitation, acts of God or of the public enemy, flood, fire, earthquake, explosion, governmental actions, war, invasion or hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest, national emergency, revolution, insurrection, epidemic, infectious disease, including, but not limited to, COVID-19, lock-outs, strikes or other labor disputes (whether or not relating to either Party's workforce), or restraints or delays affecting carriers, or telecommunication breakdown or power outage ("Force Majeure"). The foregoing shall be subject to the affected Party giving notice to the other party within five (5) days of becoming aware of the occurrence to the other Party that includes all relevant information with respect thereto and using its best efforts to eliminate the cause and effect of such Force Majeure event insofar as possible with all reasonable dispatch. In the event of a Vendor delay or failure to perform due to Force Majeure, SMU may, in its sole discretion, reject any partial or future performance (and terminate this Agreement) without liability upon written notice to Vendor. Any waiver of SMU rights set forth with respect to Force Majeure in a particular instance will not act as a waiver of SMU's rights with respect to Force Majeure for any other occurrence, whether in the past or future.

19. In addition to complying with all applicable local, state and federal laws and regulations, Vendor shall use reasonable efforts to comply with all state and local health laws, regulations and guidelines and will abide by any safety guidelines and any specific requirements communicated by SMU.

20. Vendor shall use reasonable efforts to assist with infectious disease reporting and tracing due to the presence of Vendor employees on SMU's campus as requested by SMU.

**EXHIBIT A**  
**Southern Methodist University**  
**Office of Risk Management**  
**Insurance Requirements of the Agreement**  
**(Third Party Doing Business with SMU) as of 2/15/22**

A valid Certificate of Insurance, along with copies of policy provisions and the required endorsements, must be provided to SMU's Office of Risk Management by any person or entity who is (i) providing goods or services to or for SMU, (ii) using SMU property for events, programs or other purposes or (iii) otherwise doing business with SMU (each a "Contractor"). Insurance must be in place prior to commencement or provision of goods or services or the use of property or other business engagement and must be maintained throughout the term of the contract or other agreement or engagement between SMU and the Contractor (the "Contract"), and thereafter. Contractor, at its sole cost and expense including payment of any premiums, deductibles, and/or self-insured retentions, will provide the insurance required pursuant to this **Exhibit A** sufficient to insure all of the Contractor's duties and responsibilities under the Contract, as required below:

1. These requirements apply to Contractor, and to Contractor's sub-subcontractors, consultants, suppliers and others fulfilling Contractor's obligations under the Contract, whether individuals or entities and including international providers (collectively, "Subcontractors"). Contractor must require all Subcontractors to comply with the insurance requirements applicable to Contractor.
2. The Contractor must be licensed or otherwise authorized to do business in the State of Texas.
3. Insurance must be issued by insurance companies with not less than an AM Best A-III rating.
4. Contractor and its insurers must waive subrogation against SMU, its trustees, officers, employees, students, volunteers and agents for claims or any other loss arising out of Contractor's negligence, willful misconduct, or omission.
5. Contractor will provide coverage for broad-form indemnification if such indemnification is required by the Contract.
6. Contractor will maintain all insurance required by this **Exhibit A** throughout the term of the Contract. For any "claims-made" coverage, such as insurance for any professional liability or directors and officers coverage, each policy must have a retroactive date prior to the date of project or Contract commencement which must be stated on the certificate of insurance and must be maintained by the Contractor until completion of the project and for at least three years thereafter either through policies in force or through "tail coverage."
7. Additional insured status will be written as noted for commercial general liability, automobile liability and excess liability or as noted on the P.2 of this form using ISO additional insured endorsements for ongoing and completed operations. For purposes of this additional insured requirement, "equivalent coverage" means coverage for liability caused by Contractor's actions and omissions in connection with the Contract, including coverage for the negligence or fault of Contractor and/or SMU or other parties indemnified under the Contract as to third-party bodily injury or death, of an employee or agent of the Contractor or of Subcontractors, including products-completed operations.
8. If any of Contractor's employees will at any time be working under the direction or control of SMU, then SMU must be named as alternate employer on the Workers' Compensation/Employer's Liability insurance and a copy of such endorsement will be attached to Contractor's certificate of insurance.
9. Contractor agrees to allow SMU to review all applicable insurance policies upon request.
10. Contractor is responsible for maintaining its own insurance coverage on its personal property.  
Contractor and its insurer will provide at least 30 days' prior written notice to SMU of cancellation, changes in coverage which no longer satisfy these requirements, or nonrenewal of any policy.

The Certificate of Insurance must be completed using the following Description and Certificate Holder language, and will be acceptable to SMU:

1. **DESCRIPTION:** SMU must be included as additional insured unless noted otherwise on the attached form and must include the following language:

*Southern Methodist University, its trustees, officers, employees, students, volunteers and agents are included as additional insureds (as the interest of each insured may appear) as to all insurance coverage required.*

2. **CERTIFICATE HOLDER:** listed as follows and address to send Certificate of Insurance to:

*Southern Methodist University  
Office of Risk Management  
P.O. Box 750231  
Dallas, Texas 75275-0231 [by courier: 3050 Dyer Ct., Dallas, TX 75205]  
riskmanagement@smu.edu*

3. **CONTACT FOR QUESTIONS:** Associate Director, Risk Operations  
Your prompt attention in this matter is greatly appreciated. If you have any questions, **please contact (214) 768-2486 or riskmanagement@smu.edu; Fax: (214) 768-4138**

**SOUTHERN METHODIST UNIVERSITY**  
**Standard Minimum Limits of Liability and Certificate of Insurance Requirements**

The following Standard Limits are the minimum requirements for all Contractors. There are specific requirements that supersede the Standard Minimum Limits for Contractors providing high-risk services or for other high-risk projects and events. Please consult with the Office of Risk Management.

**All Coverages and Minimum Limits of Liability listed below are required.**

<b>Line of Coverage</b>	<b>Description of Coverage and minimum Limits of Liability</b>	<b>SMU Included as Additional Insured Required</b>
General Liability CG 00 01	Premises Liability \$1,000,000 per occurrence Personal Injury \$1,000,000 Products Liability \$1,000,000 Medical Payments \$10,000 Sexual Molestation/Assault \$50,000 General Aggregate \$2,000,000	Yes
Automobile Liability CG 00 01 CA 00 05, ..12, ..20	Combined Single Limit \$1,000,000 (any auto)	Yes
Workers' Compensation	Injury/Illness Statutorily required limits Employer's Liability \$1,000,000	N/A
<b>Other coverages that may be required based on the goods, services, or activities of the Contractor</b>		
Excess Liability (GL)	Over General Liability, auto, employer's liability (WC) \$5,000,000	Yes
Director's & Officer's Liability	Wrongful Acts \$1,000,000 per occurrence Errors & Omissions	Yes
Professional Liability	Architects & Engineers \$1,000,000 per claim/occurrence Lawyer's Malpractice \$1,000,000 per claim/ occurrence Medical Malpractice \$1,000,000 per claim/occurrence Technology Errors & Omissions \$1,000,000 per claim/occurrence Media Errors & Omissions \$1,000,000 per claim/occurrence Research Liability \$1,000,000 per claim/occurrence	Yes
Cyber Liability	Breach, Privacy, Virus, Security \$1,000,000 per claim/occurrence \$2,000,000 aggregate	Yes
Crime/Fidelity	Embezzlement, Fraud, Theft \$1,000,000 per occurrence \$2,000,000 aggregate	Yes
Pollution Liability	Hazardous Transfer, Storage, Disposal, Spills \$1,000,000 per occurrence \$2,000,000 aggregate	Yes
Accident insurance (to be purchased from SMU)	For events, camp and conference attendees or as otherwise required by SMU	Yes
Tenant and Users Liability Insurance Policy (TULIP)	For events and catering or as otherwise required by SMU	Yes
Automobile Liability	Chartered Bus \$5,000,000	Yes
Charter Aircraft	Single Limit Aircraft Liability \$50,000,000 If large aircraft (more than 20 seats) \$3,000,000 per seat All Risks Aircraft Physical Damage Value of aircraft	Yes
Others as listed:		Yes