

# SWANK MOTION PICTURES EXHIBITION REQUEST FORM

Contact Information						
Organization Name:			Contact Name:			
Department:						
Organization Phone Number:			Secondary Phone Number:			
Campus Email Address:			How did you hear about Swank?			
Organization Mailing Address		Billing Address			Shipping Address	
Payment Information				Additional Event Details		
Are you PO required?		Are you tax exempt? *		Are you charging admission or suggesting a donation for the event?		
Yes	No	Yes	No	Yes	No	If so, how much?
Please select your preferred method of payment:				Anticipated crowd size:		
Check      Credit Card				Reason for screening:		
<i>(It is optional to include credit card information below)</i>						
Name as it appears on the card:						
Card Number:			Exp. Date (mo/yyyy):			
Billing Zip Code:						
One-time charge		Save card on file to auto charge future orders				
Requested Movies						
Movie Title	Date of Screening	Do you need Swank to provide a rental DVD or Blu-ray for an additional \$28 round-trip S&H, or will you provide your own?			Is your screening indoors or outdoors?	Name and Address of Screening Location
		DVD	Blu-ray	Own Copy	Indoor Outdoor	
		DVD	Blu-ray	Own Copy	Indoor Outdoor	
		DVD	Blu-ray	Own Copy	Indoor Outdoor	
Theatrical movie posters (27x40) are available on select titles for only \$7.50/poster. If available, are you are interested in purchasing theatrical movie posters?    Yes    No If yes, how many posters per movie would you be interested in purchasing?						
Terms and Conditions						
Please check the boxes to acknowledge you have read and accept the terms						
	<b>Cancellations</b> - Notification of a change or cancellation must be given at least 10 business days prior to your event. If an unforeseen circumstance (i.e. inclement weather, equipment malfunction, etc.) prevents you from hosting your event, you have up to one year to reschedule the same movie at no additional licensing fees. Notify your Account Executive the following business day so they can document the last minute cancellation on your account. Please note the invoice is due at the time of your original show date.					

	<b>Advertising</b> - You are permitted to use the studio-approved artwork provided by Swank Motion Pictures. Please note these images may not be edited or altered and must include the copyright symbol and studio name. We encourage you to inform your organization's members and patrons via on-premise posters, emails and private mailings. Advertising through media, such as radio, television or newspaper, is prohibited. Promotions by means of a lighted sign, billboard or marquee that can reasonably be seen by the general public may not include the name of the movie. If this policy is violated or your screening becomes openly competitive with a commercial theater, your screening(s) may be cancelled without notice.
	<b>Moratoriums</b> - It is understood that in rare instances it might be necessary for a studio, in its sole discretion, to withdraw a movie from exhibition. In the event of a withdrawal you may substitute for an alternate title or cancel the event without obligation to Swank Motion Pictures.
	<b>Admission Charges or Suggested Donations</b> - If you are charging admission for the event, the total cost of the licensing will be quoted rate versus 50 percent of your ticket sales whichever is greater. You must submit an audience report, including number of tickets sold, ticket price and total box office within 48 hours of your event.
	<b>Payment</b> – In most cases payment is due upon receipt of the invoice. However, if you are a new customer prepayment is required on your first three orders and payment must be received in order to validate licensing. *If you are tax exempt, please provide a copy of your state tax exemption certificate.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Complete and return to your Account Executive  
via fax: 314-909-0879 or email:*