

Exhibition Request Form

Contact Information

Organization Name: Title: Phone Number: Email Address:	Contact Name: Department: Secondary Phone Number:
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Organization Mailing Address:	Organization Billing Address: (if different from mailing)	Organization Shipping Address: (if different from mailing)

Payment Information

Does your organization require a Purchase Order? <input type="radio"/> Yes <input type="radio"/> No Are you tax exempt? * <input type="radio"/> Yes <input type="radio"/> No	Credit card info: _____ Name (as it appears on card): Card number: Expiration date: _____ Card billing zip code: _____ <small>Please reference our payment terms below.</small> Do you permit us to keep the card on file for future orders? <input type="radio"/> Yes <input type="radio"/> No
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Screening Location

How many different locations will you be screening your movies?

Address of screening location:

Name of screening location:

Indoor Outdoor Blankets/Chairs Drive In

of miles away from the nearest commercial drive in or brick and mortar theater:

Is your screening location located in the parking lot of or in an adjacent parking lot of a commercial drive in or brick and mortar theater? Yes No

Event Details

Are you charging admission or suggesting a donation for the event? Yes No **If so, how much?**

Anticipated Crowd Size: (Indoor or Outdoor Blankets/Chairs) **Please describe how you plan to promote your event**

Anticipated Crowd Size: (Drive-In)

Requested Movies

Movie Title	Date of Screening	Do you need Swank to provide a rental DVD or Blu-Ray for an additional \$30 round trip shipping and handling fee, or will you provide your own?		
		<input type="radio"/> Send DVD	<input type="radio"/> Send Blu-Ray	<input type="radio"/> Will Provide Our Own
		<input type="radio"/> Send DVD	<input type="radio"/> Send Blu-Ray	<input type="radio"/> Will Provide Our Own
		<input type="radio"/> Send DVD	<input type="radio"/> Send Blu-Ray	<input type="radio"/> Will Provide Our Own

Terms and Conditions	
Please check the boxes to acknowledge you have read and accepted the terms	
<input type="checkbox"/>	COVID-1 PANDEMIC RESTRICTIONS – You are fully aware and in compliance of the current shelter in place, stay at home, isolation or quarantine orders for your State, County and City in the area and date in which your screening is planned to take place. You are also aware of your local restrictions in regard to essential and non-essential businesses. Swank assumes no responsibility in ensuring the compliance of your organization or screenings as it relates to the state and local shelter in place orders.
<input type="checkbox"/>	Cancellations – 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 in which to reschedule the same movie at no additional licensing fees. Notify your Account Executive the following business day so they can note the last minute cancellation on your account. Please note that the invoice is due at the time of your original show date.
<input type="checkbox"/>	Advertising – If you are hosting a drive in event, we ask that you refrain from using the term “drive in” in your advertising. Some alternate recommendations include “Carpool Cinema” and “Wheels and Reels”. You are permitted to use the studio approved artwork provided by Swank Motion Pictures. These images can be accessed on our website. Please note that these images may not be edited or altered and must include the copyright symbol and studio name. 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) maybe canceled without notice.
<input type="checkbox"/>	Moratoriums – It is understood that in rare instances it may 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.
<input type="checkbox"/>	Admission Charges or Suggested Donations – If you are charging admission for the event, the total cost of the licensing will be the quoted rate versus 50% of gross 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. A credit card must be kept on file and any applicable overages will be auto charged. Failure to complete audience reports or pay for overages on time will result in suspension of future licenses.
<input type="checkbox"/>	Payment – Advanced payment is required prior to your screening in order for your license to be valid. If admission is being charged for your event, a credit card must be kept on file and any applicable box office overages will be automatically charged. * 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

Email: