

Exhibition Request Form

Please complete and return to:

Via fax: **314-909-0879** or email:

Organization Name: _____

Contact Person: _____ **Dept./Job Title:** _____

Phone Number: _____ **Email:** _____

Mailing/Billing Address

Shipping Address (must be a physical address):

Name of Event or Reason for screening: _____

Name of Screening Location: _____

Address of Screening Location: _____

Capacity of venue (# of seats): _____ **Anticipated Audience Size:** _____

Are you renting equipment Y/N, If so from whom? _____

Indoors or Outdoors: _____ **Format? Use my DVD or Blu-Ray** **Ship? DVD** **Blu-Ray**

Are you charging admission?* **If so, how much?**

Are you tax exempt? **If so, please provide State Tax**

Exempt form

***If admission is charged for your event, your movie rental rate is the quoted rental price OR 50% of your gate receipts, whichever is greater.**

**** IF YOU ARE OBTAINING YOUR OWN COPY OF THE MOVIE, PRE-PAYMENT MUST BE MADE PRIOR TO THE SHOW DATE IN ORDER TO VALIDATE THE LICENSE****

Date of Screening: _____ **Movie Title:** _____

***Add additional movie titles to e-mail**

Pre-payment is due on the first three (3) shipments.

Please select preferred payment method:

☐ **Check** ☐ **Credit Card** ☐ **Purchase Order**
(optional)

Name as it appears on card **Card Number** **Expiration**

Enter the credit card billing address zip code

- ☐ **Automatically charge future invoices**
☐ **One time charge only**

How did you hear about us?

- ☐ **Internet Research** ☐ **Previous Customer** ☐ **Conference**
☐ **Referral Swank Customer** ☐ **Referral Equipment Provider** ☐ **Referral Studio**
☐ **Swank Called Me** ☐ **Received Swank Mailer** ☐ **Other**

TERMS AND CONDITIONS: PLEASE READ

CANCELLATIONS – Notification of a change or cancellation must be given at least 14 days prior to the scheduled ship date. If an unforeseen circumstance prevents you from having your screening you have up to one year to reschedule the same movie at no additional licensing fees.

Payment is due at the time of the original show date.

CONTENT – Your content should arrive at least two business days prior to your show. It is highly recommended that you preview the movie in its entirety with the actual equipment that will be used for your screening prior to your event. Please contact Swank right away if the movie is damaged or if you experience any issues during playback. Movies are to be returned the following business day after your show. Late fees will apply for late returns. The same testing requirements and notification periods apply if you obtain your own local copy.

ADVERTISING – 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 discouraged. If this policy is violated, or becomes openly competitive with a commercial theater, all shows will be canceled WITHOUT notice.

Authorized Signature: _____

Please Print Name: _____ **Date:** _____