

Exhibition Request Form

Contact Information

Organization Name:	Contact Name:
Title:	Department:
Phone Number:	Secondary Phone Number:
Email Address:	

Organization Mailing Address:	Organization Billing Address: (if different from mailing)	Organization Shipping Address: (cannot be a PO Box)

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:
	Please reference our payment terms below. Do you permit us to keep the card on file for future orders? <input type="radio"/> Yes <input type="radio"/> No	

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"/>	<p>Advertising – 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. 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”.</p>
<input type="checkbox"/>	<p>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. <i>* If you are tax exempt please provide a copy of your state sales tax exemption certificate with your completed Exhibition Request Form in order for your account to be noted as tax exempt.</i></p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Moratoriums – It is understood that from time to time it may be necessary for a Studio, in its sole discretion, to withdraw a movie from exhibition. These moratoriums can be based on date and/or screening location. In the event of a withdrawal of a film that you have already licensed, you may substitute this film for an alternate title or cancel the event without obligation to Swank Motion Pictures.</p>
<input type="checkbox"/>	<p>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.</p>

Authorized Signature:

Printed Name:

Date:

**Complete and return to your Account Executive
 Email:**