

# Exhibition Request Form

Contact Information	
Organization Name:	Contact Name:
Title:	Department:
Phone Number:	Secondary Phone Number:
Email Address:	How did you hear about Swank?

Organization Mailing Address:	Organization Billing Address:	Organization Shipping Address:
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Payment Information <small>(See terms and conditions below for payment terms.)</small>		
<b>Are you PO required?</b> Yes      No	<b>Are you tax exempt? *</b> <small>(A copy of your state sales tax exemption certificate is required. Please submit along with your completed Exhibition Request Form.)</small> Yes      No	<b>Please select your preferred method of payment:</b> Check      Credit Card <small>(It is optional to include credit card information below.)</small>
Name as it appears on the card:		
Card Number:	Exp. Date (mo/yyyy):	Billing Zip Code:
Charge now for the first license	Charge now for the full order	Save card on file to auto charge future orders

Screening Location			
How many different locations will you be screening your movies?	Indoor	Outdoor Blankets/Chairs	Drive-In
Name of screening location:			
Address of screening location:			

<b>Additional Event Details</b>	Are you charging admission or suggesting a donation for the event?      Yes      If so, how much?      No	<b>Anticipated Crowd Size:</b> <small>(Indoor or Outdoor Blankets/Chairs)</small> <b>Anticipated Crowd Size:</b> <small>(Drive-In)</small>
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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?									
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; padding: 5px;">DVD</td> <td style="width:33%; padding: 5px;">Blu-Ray</td> <td style="width:33%; padding: 5px;">Own Copy</td> </tr> <tr> <td style="padding: 5px;">DVD</td> <td style="padding: 5px;">Blu-Ray</td> <td style="padding: 5px;">Own Copy</td> </tr> <tr> <td style="padding: 5px;">DVD</td> <td style="padding: 5px;">Blu-Ray</td> <td style="padding: 5px;">Own Copy</td> </tr> </table>	DVD	Blu-Ray	Own Copy	DVD	Blu-Ray	Own Copy	DVD	Blu-Ray	Own Copy
DVD	Blu-Ray	Own Copy									
DVD	Blu-Ray	Own Copy									
DVD	Blu-Ray	Own Copy									

Please describe how you plan to promote your event
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<b>Terms and Conditions</b>	
<b>Please check the boxes to acknowledge you have read and accepted the terms</b>	
	<p><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 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>
	<p><b>Advertising</b> – 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) may be 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>
	<p><b>Moratoriums</b> – 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>
	<p><b>Customer Supplied Content</b> – Swank cannot assume responsibility for customer-supplied content. We strongly recommend testing your content in the actual equipment that you plan on utilizing for your event to ensure compatibility and a successful show. It is important to note that some media and streaming services may require certain specifications to enable playback.</p>
	<p><b>Admission Charges or Suggested Donations</b> – 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. Invoices for any applicable overages must be paid within 30 days of receipt. Failure to complete audience reports or pay for overages on time will result in suspension of future licenses.</p>
	<p><b>Payment</b> – For new customers, advanced payment is required for the your first three licenses. Following the first 3 licenses, payment is due within 30 days after your event. If you’ve opted to have your credit card securely stored for automatic charges on future orders, your card will be charged upon invoice generation. Invoices may be generated up to 10 days before your screening.</p> <p>* If you are tax exempt please provide a copy of your state tax exemption certificate.</p>

**Authorized Signature:**

**Printed Name:**

**Date:**

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

**Email:**