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• **Please give details below of your exhibition or screening:**

Program/exhibition title: \_\_\_\_\_

Exhibition/screening dates\*: \_\_\_\_\_

Web page or site address: \_\_\_\_\_

Venue: Gallery  Cinema/screening space  Other, please specify: \_\_\_\_\_

Detailed description of program exhibition/screening:

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• **Tape/DVD details:**

Format: DVD (NTSC only)  Beta SP   
VHS (educational use only)   
Other, please specify: \_\_\_\_\_

Standard: NTSC  PAL\*  (\*Please inquire for DVD PAL format.)

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• **Shipping:**

Please bill me for shipping: \$7.50 per title domestic (USA only), or FedEx standard international.

**OR** Please use my shipping account: Federal Express  UPS  DHL

Other shipping company : \_\_\_\_\_

Account number: \_\_\_\_\_

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• **Delivery time:**

Domestic (USA only) within 3 weeks   
Standard international within 5 weeks   
Rush domestic - within 1- 3 weeks: add \$15 per title   
Rush international - within 2- 5 weeks: add \$15 per title   
Super-rush domestic - within 1 week: add \$30 per title   
Super-rush international - within 2 weeks: add \$30 per title

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• **Payment:**

Check in \$US from a US-based bank   
International Wire Transfer: add \$20 bank fee   
Credit Card: Mastercard  Visa  American Express   
Name as it appears on Card: \_\_\_\_\_  
Account number: \_\_\_\_\_  
Expiry: \_\_\_\_ \_\_\_\_/ \_\_\_\_ \_\_\_\_ V-Code - 3 digit security code on back of card: \_\_\_\_ \_\_\_\_ \_\_\_\_  
Order number (if applicable) \_\_\_\_\_

Note: 1. Payment must be received in full before materials can be sent.  
2. Sales tax will be charged to any institution or individual located in New York State unless tax-exempt status (form ST-119.1) is provided.

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● **Tape and DVD returns:**

**Works must be returned immediately after the scheduled screening date, postmarked the day after the screening. Late fees of \$5.00 per day apply. Do not return works in fiber-filled packages, as they can open and damage tapes. You are liable for any damage to works.**

You are responsible for all return shipping costs. Return works via United Parcel Service, U.S. Mail First Class, or Parcel Post prepaid and insured for \$50 per work. Please note on all shipping documents that insured value is the replacement value; there is no commercial value. International return shipments should be labeled "Videocassettes enclosed, do not x-ray."

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● **Image Requests**

EAI provides one representative video still free of charge for each work rented or purchased. There is a two-week turn around for requests, so please contact us well in advance of your print deadline. To make a request for images, contact Nick Lesley ([nlesley@eai.org](mailto:nlesley@eai.org)) with a list of the works that you will require images from.

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Name\*: \_\_\_\_\_ Signature\*\*\*: \_\_\_\_\_

Date\*: \_\_\_\_\_

\*\*By typing your name, you agree that this is valid as your signature.

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