

To place an order for the rental or purchase of TWN titles, fill in all the requested information and send:

**Via Email:** [tw@tw.org](mailto:tw@tw.org)  
**Via Fax:** (212) 594-6417

**Via Mail:** Third World Newsreel  
 545 8<sup>th</sup> Ave, Suite 550  
 New York, NY 10018

Check if applicable: <input type="checkbox"/> Rush order <input type="checkbox"/> Rental <input type="checkbox"/> Special instructions
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Billing		Shipping	
First Name:	<input type="text"/>	First Name:	<input type="text"/>
Last Name:	<input type="text"/>	Last Name:	<input type="text"/>
Institution:	<input type="text"/>	Institution:	<input type="text"/>
Street 1:	<input type="text"/>	Street 1:	<input type="text"/>
Street 2:	<input type="text"/>	Street 2:	<input type="text"/>
Street 3:	<input type="text"/>	Street 3:	<input type="text"/>
Street 4:	<input type="text"/>	Street 4:	<input type="text"/>
City:	<input type="text"/>	City:	<input type="text"/>
State/Province:	<input type="text"/>	State/Province:	<input type="text"/>
Zip:	<input type="text"/>	Zip:	<input type="text"/>
Country:	<input type="text"/>	Country:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>

Title	Format	Rental Showdate	Qty	Item Price	Total Price
				<b>Subtotal</b>	

Shipping/Handling \_\_\_\_\_

Rush Charge \_\_\_\_\_

**Payment Info** Purchase Order #: \_\_\_\_\_

Grand Total \_\_\_\_\_

FAX ONLY Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_

Please DO NOT email credit card information. Call (212) 947-9277 x11 to complete email orders.

**Special Instructions**

## HOW TO PAY

### U.S. and Canada Credit Cards Orders

Credit card orders are accepted on our website [www.twn.org](http://www.twn.org), streaming platform [twn.tugg.com](http://twn.tugg.com), or over the phone, (212) 947-9277 ext. 11.

### U.S. and Canada Institutional Purchase Orders

Purchase orders are accepted from Higher Education Institutions, Schools, Public Libraries, Corporations, and Government Agencies when printed on institutional letterhead. Submit your purchase order by fax: (212) 594-6417; email: [twn@twn.org](mailto:twn@twn.org); or mail: Third World Newsreel, 545 8th Avenue, Suite 550, New York, NY 10018. Clearly indicate if the P.O.# is for a streaming license.

### International Payments

All international requests must be prepaid with credit card or PayPal.

## FORMATS AVAILABLE: DVDS, BLURAYS, DIGITAL FILES, AND STREAMING

### Streaming for Educational Institutions, Public Libraries, & Special Groups in the U.S. and the World

Streaming Licenses via [TWN.TUGG.COM](http://TWN.TUGG.COM) are for educational use by the acquiring institution only. Streaming Licenses allow institutions to stream the program to staff, faculty and registered students only. One-year and Three-year licenses do not include PPR. For information about licensing the entire streaming catalog or more than 12 titles, please email [twn@twn.org](mailto:twn@twn.org). Institutions may not charge admission or ask for donations during showings. It is strictly prohibited to duplicate or download the program.

Pre-payment can be through credit card on the storefront and you can submit P.O.#s to [twn@twn.org](mailto:twn@twn.org). Institutions may not charge admission or ask for donations during showings. It is strictly prohibited to duplicate or download the program. TWN's streaming storefront is powered by Tugg EVOD, an industry leading, video-on-demand streaming platform that enables educational institutions to digitally deliver films & user-generated content to educators, students, and staff. After purchasing the streaming rights to one of TWN's films, a member of the TUGG EVOD team will be in contact within 3-5 business days to begin setting up your branded streaming channel so your organization can access this digital product.

Institutions will have two authentication methods available for their streaming channels: 1) Username / Password: Anyone with access to your channel would visit the site, create a username and password, and have access to the film(s) you've purchased. We'll need your school / organization's domain name (the suffix after the "@" in your e-mail address) - we will allow users with this domain name to register for access to your channel; 2) IP Authentication: Any computer accessing your channel from a range of IP addresses would have access to the film(s) you've purchased. The list of IP addresses provided would generally cover all computers used within your school, as well as a way for off-campus users to access as well.

TWN clients acquiring a streaming license through [twn.tugg.com](http://twn.tugg.com) are agreeing to the following: [Licensee Agreement](#), [Terms of Service](#), and [Purchase Policy](#).

### Higher Education Institution DVD or Blu-Ray Purchase

DVDs and BluRays are for educational use by the acquiring institution only. Purchase of a DVD or BluRay allows institutions to show the program in classrooms, libraries and on-campus screening rooms to staff, faculty and registered students only. Institutions may not charge admission or ask for donations during showings. Additional rental fees may apply to commercial events or events that are open to the public. The term of the license is for the life of the DVD or Blu-Ray.

### Higher Education Institution DIGITAL FILE (DIGI)

DIGITAL FILES (DIGI) are for educational use by the acquiring institution only. The purchase of a Digital Files includes license that allows institutions to stream the program from a password-protected LOCAL server to staff, faculty and registered students for three consecutive years from the date of the invoice. After the 3-year license, institutions may renew the streaming license for an additional fee by contacting [twn@twn.org](mailto:twn@twn.org). Institutions may not charge admission or ask for donations during showings. TWN will deliver the program on MP4 format. It is strictly prohibited to duplicate or download the Digital File.

### Higher Education Institution "Life of the Digital File" License

"Life of the Digital File" licenses are for educational use by the acquiring institution only. "Life of the Digital File" licenses allow institutions to stream the program from a

password-protected local server to staff, faculty and registered students. Institutions may not charge admission or ask for donations during showings. The term of the license is for the life of the digital file. TWN will deliver the program on DVD, and the acquiring institution will be responsible for creating the Digital File. If requested, TWN will also deliver the program on an MP4 file on a disc. It is strictly prohibited to duplicate or download the Digital File.

### **K-12, Public Libraries & Groups DVD Purchase**

Discounts are available for a selection of programs for K-12, public libraries and select groups. DVDs are for use by the acquiring institution only. Purchase of a DVD allows high schools, public libraries and select groups to show the program in classrooms and libraries to staff, faculty and registered students only. Customers may not charge admission or ask for donations during DVD screenings. Additional rental fees may apply to commercial events or events that are open to the public. The term of the license is for the life of the DVD.

### **International DVD Sales**

International customers must submit a written request at least six weeks before the class date to [tw@tw.org](mailto:tw@tw.org). All international requests must be prepaid with credit card or PayPal. Additional charges may include shipping, handling, rush order, lab, cartage and bank fees.

### **RENTALS AND PREVIEWS**

#### **U.S. and International Public Screening Rental**

A [Public Screenings Request Form](#) must be submitted in writing eight weeks before the screening date. We will follow up with a quote. All rentals must be prepaid with a credit card, U.S. check, PayPal, or international bank wire transfer. Additional charges may include shipping, handling, rush order, lab, cartage and bank fees.

#### **Previews**

Evaluation previews are available to higher education institutions, schools and libraries for \$25, payable by credit card only. Unless otherwise specified at the time of the order, if previews are not returned within 15 days, the preview will be considered a sale, and your credit card will automatically be charged the full sale price of the DVD. Review copies are available to journalists and publications that review film and video, to festivals and competitions, and to media programmers for specific

programs that exhibit or air film and video. All preview requests must be submitted in writing to [tw@tw.org](mailto:tw@tw.org).

### **RETURNS, S&H, AND MORE**

An order may be cancelled before fulfillment and shipping. Returns for a full refund are accepted within 30 days of purchase. However, if an order is cancelled after 30 days, a 15% restocking charge may be applied. This does not apply to returns of defective or damaged materials. Please contact [tw@tw.org](mailto:tw@tw.org) for a return authorization before returning any item.

A minimum shipping and handling fee of \$20.00 per title is charged for all requests and \$30 for shipments to Canada. Orders are normally shipped by UPS Ground, including international orders. Other shipping arrangements are available at additional cost.

All rentals and previews must be returned on the working day following the screening via UPS, FedEx, or Priority Mail. Delay in the return of programs will result in additional fees. All shipments must be insured for \$100 per program. Users are liable for these replacement costs in the event of loss or damage. Some rare, lengthy or costly programs will have special shipping and insurance instructions.

The program users will be held responsible for any damage to DVDs or tapes while in their possession and may be charged for their repair or replacement. Care should be taken to protect all programs from dust, heat and moisture. No duplication is allowed! Any attempt to duplicate materials could permanently damage video equipment.

Photographs and catalogs are available for most programs upon request. The reprinting of all photographs is restricted.

NOTE: All programs are protected under Title 17 of the U.S. Copyright Code and may not be copied, duplicated, resold, televised, transmitted, leased or rented to others without written permission. Violators are subject to civil and criminal penalties.

### **TERMS OF SALE ([WWW.TWN.ORG](http://WWW.TWN.ORG))**

1. Institutions, including Universities, Colleges, Corporations, and Government Agencies must pay the "Higher Education Institution" price.

2. We reserve the right to require that you verify eligibility for different purchasing classifications, such as purchasing for a Higher Education institution, for a Public

Library, etc. We reserve the right to refuse sale for entities failing to verify eligibility under this clause.

3. Definition of Higher Education Institution DVD or BluRay Purchase: DVDs and BluRays are for educational use by the acquiring institution only. Purchase of a DVD or BluRay allows institutions to show the program in classrooms, libraries and on-campus screening rooms to staff, faculty and registered students only. Institutions may not charge admission or ask for donations during showings. Additional rental fees may apply to commercial events or events that are open to the public. The term of the license is for the life of the DVD or Blu-Ray.

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7. We reserve the right to cancel a sale due to a pricing error on the web site or in any TWN printed materials or announcements.

8. Our only liability due to inability to complete a sale or due to delivery delays will be a refund of the merchandise cost upon return of any merchandise that the purchaser may have received in resalable condition.

9. Credit card and PayPal payments will not be processed or captured until your items are ready to ship. Inability to complete a credit transaction may result in order cancellation.

10. Returns are allowed only on merchandise that has been shipped in error or that is defective. Any other returns must be approved by TWN. Prior to shipping any return back to TWN, you MUST contact TWN for a return authorization. Email [tw@tw.org](mailto:tw@tw.org) or call (212) 947-9277 x.11.

11. TWN uses PayPal to collect online payments. TWN never sees your personal payment information, such as credit card numbers, etc.

PRIVACY Any personal information that TWN requests for the online ordering process shall not be sold or distributed to any party or other entity outside of TWN. TWN will take reasonable steps to protect this information from unauthorized people and entities.