



## INFORMATION AND INSTRUCTIONS FOR ORDERING FROM THE VIDEO DATA BANK

### HOW TO ORDER

To place an order for a preview, rental or purchase, you must first fill out a **QUOTE FORM** and send a request via regular mail, fax, or email directly to the Video Data Bank at

Video Data Bank c/o SAIC  
112 S. Michigan Av, 3rd Floor  
Chicago, IL 60603  
Fax: 312.541.8073  
Tel: 312.345.3550  
e-mail: info@vdb.org

#### All order inquiries must include:

- title of tape and artist
- date of screening
- screening format
- type of venue (i.e. educational, library, broadcast, cablecast, public screening, etc.)
- contact information (correct shipping, billing, and e-mail address as well as phone and fax #)
- shipping account number if you don't want to be billed for shipping (i.e. UPS, Fed-Ex, etc.)

#### Once we have given you a quote: Fill up the **VDB ORDER FORM**

- proof of payment is required (institutional purchase order [domestic clients only], credit card, wire transfer, or pre-payment by check)

### INTERNATIONAL ORDERS

- All International orders must be pre-paid in US dollars.
- We prefer payment by credit card.
- For wire transfers we will only ship after we have received confirmation that the transfer of the payment has been received at our bank.
- Confirming the transfer of international funds can take up to 4 weeks, so you should place your order six to eight weeks in advance of the screening to guarantee that we have ample time to ship the order before the screening date.
- All international orders carry a \$25.00 administrative fee.
- Tapes in PAL format are available at an additional cost (*contact us for conversion fee*).

### WIRE TRANSFERS

Bank Wire Transfers should be sent to:

**Bank One, ABA #07100013**  
**One First National Plaza**  
**Chicago, IL 60670 USA**  
**Bank Account Number 55-89339**  
**SWIFT Number: FNBCUS44**

- Name of funds recipient should be: *Video Data Bank at Art Institute of Chicago*
- Details or descriptions must include: *The invoice number provided by the Video Data Bank and Video Data Bank Tapes*

Once this transaction is completed with your bank, please fax a copy of the bank wire transfer to VDB at 312-541-8073

### FORMATS

- The VDB can provide five types of tape formats: Digital Betacam, Betacam, Umatic, SVHS and VHS and in the near future, DVD.
- We can also provide laser disc copies for museum exhibitions.
- If you are buying for a museum, library or other long term collection, we recommend that you purchase on Betacam or Digital Betacam format with limited duplication rights that allow your institution to maintain one or two VHS copies for internal use only.
- Send email requests for details and specific prices on tapes.

**PREVIEWS**

- The VDB provides "for preview only" copies of new work for curators, broadcast programmers, educators, libraries and critics in VHS, NTSC format only.
- We charge \$10.00 for preview reels plus shipping charges.
- Preview charges must be prepaid before shipping and preview tapes must be returned within 3 days of receipt unless otherwise noted.

**CUSTOM PROGRAMS**

- The VDB will conform tapes into programs for exhibition for additional fees.
- We will be happy to provide estimates for extended exhibitions, broadcasts, and large volume discounts, please FAX or email a description of your programming needs.
- Tapes can also be purchased with limited duplication rights via written purchase agreement.
- Costs vary, contact us for a quote.

**STILLS**

- The VDB provides still photos for promotional purposes.
- We do not provide production stills.
- We can ship or email (preffered method) stills for \$5.00 per photo.
- The credit line must read, "Courtesy of the Video Data Bank," in all publications.

*We encourage you to send us copies of any promotional materials, program notes, reviews or audience feedback that result from the screening of VDB programs. Where possible, please credit VDB as the distributor on your print materials.*

**CABLECAST/ BROADCAST**

- Many of VDB's tapes are available for broadcast and cablecast.
- All broadcast and cablecast rights are reserved.
- Contact VDB for terms, fees and licensing information.

**COPYRIGHT**

Liability and Copyright Rental of all VDB titles include public performance rights; basic purchase also includes public performance rights for screenings within museums, galleries, libraries, community based centers, or educational institutions. Tapes may not be used at fundraising events or at auctions without the written permission of the artist.

Please note that client will be held responsible for the full replacement cost of the tape if it is damaged while in the clients possession, during shipment or if the tapes are not returned at all. No tapes may be duplicated in whole or in part while in the possession of anyone who does not own the rights to the footage. All titles are solely owned by the copyright holder listed in the credits of the tape and all tapes are protected by international copyright law. Purchase or rental does not include the rights to alter the tape, offer it for sub-distribution, lend it to others, broadcast or transmit by any other electronic means.

*Please note that purchase price means purchase of "life of the tape" and we do not replace tapes unless they were received damaged.*

**PRICES**

- Please note that these are standard prices and that many exceptions apply.
- Request a quote about specific titles before sending a purchase order.
- Prices are subject to change.

**STANDARD INSTITUTIONAL FEES**

<b>One Week Rental</b>	<b>VHS</b>	<b>UMATIC— 3/4"</b>	<b>BETACAM SP</b>
<b>Single Titles Under 30 min</b>	<b>\$50 (PAL \$85)</b>	<b>\$50 (PAL \$110)</b>	<b>\$75 (PAL \$215)</b>
<b>Single Titles Over 30 min</b>	<b>\$75 (PAL \$125)</b>	<b>\$75 (PAL \$150)</b>	<b>\$100 (PAL \$380)</b>
<b>Anthologies &amp; Compilations</b>	<b>Prices vary between \$125-\$750</b>	<b>Request a quote</b>	<b>Request a quote</b>

**PRICES CONT.**

**STANDARD INSTITUTIONAL FEES**

<b>Purchase</b>	<b>VHS</b>	<b>UMATIC— 3/4"</b>	<b>BETACAM SP</b>	<b>DIGITAL BETACAM</b>
<b>Single Titles Under 30 min</b>	<b>\$200 (PAL \$235)</b>	<b>\$200 (PAL \$260)</b>	<b>\$800 (PAL \$940)</b>	<b>\$1250 (PAL \$1850)</b>
<b>Single Titles Over 30 min</b>	<b>\$275-\$300 (PAL\$325-\$350)</b>	<b>\$275-\$300 (PAL\$350-\$375)</b>	<b>\$1000 (PAL \$1280)</b>	<b>\$1500 (PAL \$1950)</b>
<b>Anthologies &amp; Compilations</b>	<b>Prices vary between \$300-\$1100</b>	<b>Request a quote</b>	<b>Request a quote</b>	<b>Request a quote</b>

When you purchase a tape in any of the above categories, you will receive VDB's Standard License Agreement, which outlines the terms and conditions of your sale. You are required to sign and return the Agreement prior to our shipment of the tapes.

• **Special rates for Public Library and Community Service Providers:**

\$59.95 to \$125

• **Prices for CD-ROMs: Available for Purchase Only**

\$59.95

While most of our titles are only available for institutional purchase, some titles are also available for individual purchase. A list of these titles can be accessed through the search page or by contacting us. Individual Purchase Price for HOME USE ONLY: \$29.95

COMING SOON DVD!! Check our website <http://www.vdb.org> for updates.

**SHIPPING**

Non-express shipping in the United States via UPS	\$7.50 per tape
Rush fee for less than 2 weeks delivery	\$10.00 added to shipping charges
Rush fee for less than 1 week delivery	\$20.00 added to shipping charges

- International shipping rates are determined by weight and the shipping service used. Packages being shipped via Federal Express are priced according to Federal Express's current rates.
- International shipping arrangements must be determined upon confirmation of your order. You are responsible for all additional shipping costs, such as air-freight and customs charges for international orders, and rush-shipping charges for late orders.

**RECEIVING TAPES**

- If the screening location is in the United States, tapes will be sent out to arrive two days before the screening date. Arrivals for Canada and other international orders are scheduled to be received four days prior to the screening date.
- If you have NOT received tapes on this schedule, please call us immediately so we have enough time to trace and/or replace the shipment.
- It is extremely important that you test the tape in your equipment by rewinding the tapes before playback. This procedure increases the compatibility between the tape and the deck for higher playback quality.
- If you have received damaged tapes, please notify us immediately.

**RETURNS**

- All tapes must be returned promptly after the end of the rental period (1 week in most cases).
- Previews must be returned within one week and if not returned promptly, the customer will be charged a rental fee.
- Tapes can be returned via first class airmail or via UPS or a courier service such as Federal Express or Airborne.
- Client must pay all fees for returning tapes.

***No tapes should EVER be shipped in fiber filled bags or envelopes. Any tape returned in a fiber bag will have to be destroyed and the user will be charged \$25 in damages. Bubble envelopes are the preferred shipping method.***



Video Data Bank  
 The School•The Art  
 Institute of Chicago  
 112 South Michigan Ave  
 Chicago, IL 60603 USA  
 phone 312.345.3550  
 fax 312.541.8073

# QUOTE REQUEST

\_\_\_\_\_  
 DATE OF REQUEST

\_\_\_\_\_  
 NAME

\_\_\_\_\_  
 INSTITUTION

\_\_\_\_\_  
 Customer Fed Ex # (if applicable)

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Fax

\_\_\_\_\_  
 e-mail

**BILL TO ADDRESS:**

Name
Institution
Street Address
City
State
Zip Code
Country

**SHIP TO ADDRESS:**

Name
Institution
Street Address
City
State
Zip Code
Country

Check Type and Format:

**FORMAT:**    VHS    3/4"    BETACAM    OTHER \_\_\_\_\_   PAL Conversion

**TYPE:**    PREVIEW    RENTAL    PURCHASE

Tape Title	Screening Date	Date Needed (if different)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Shipping Method/ Special Instructions \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_