



America's Greatest History Attraction

AUDIOVISUAL ORDER FORM AND USE AGREEMENT

Reference No.
Date Received:
Staff Initials:

**Please read, supply the requested information, and return this form – with payment – to:
Benson Ford Research Center, The Henry Ford, 20900 Oakwood Blvd., P.O. Box 1970, Dearborn, MI 48121-1970**

Name: _____

Institution or Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ e-mail: _____

Type of User/Purpose of Use (check one):

- A. () Individual or student for private or educational purposes
See page 2 for Reproduction and Use Fees
- B. () Educator, small club, or non-profit institution for non-profit purposes – Presentation or Lecture
See page 2 for Reproduction and Use Fees
- C. () Educator, small club, or non-profit institution for non-profit purposes – Exhibit, Television, Website, etc.
See page 3 for Reproduction and Use Fees
- D. () Commercial enterprise for commercial purposes
See page 4 for Reproduction and Use Fees
- E. () Advertising
See page 4 for Reproduction and Use Fees

For types B-E, please complete the following:

Proposed Title: _____

Publisher/Producer: _____

Publisher/Producer's Address: _____

Tentative Publishing/Release Date: _____

For web use, describe how the material will be used: _____

PLEASE NOTE

The Henry Ford charges individual, non-profit, and commercial users use fees in order to support the maintenance of the collections. Use fees will be determined from the information on the permission form.

Non-Profit Fee Eligibility: We support the mission of non-profit organizations by providing reduced rates. Non-profit fees are applicable only to those organizations able to prove legal non-profit status by providing documentation such as tax-exempt certificates or letters of identification.

TURN AROUND

- NORMAL turn around for an order (Audio CD or DVD format) is TWO WEEKS from receipt of the completed and signed Letter of Agreement and payment to the time we ship the order. *4 week turn around for all other formats.*
- RUSH SERVICE: For orders shipped in less than 2 weeks, a \$150 surcharge will be added to the order.



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REPRODUCTION AND USE FEES INDIVIDUAL OR STUDENT and PRESENTATION OR LECTURE

REPRODUCTION OPTIONS

Audio Recordings

- Audio CD

Film Footage – Preview DVD

Preview DVDs are lower resolution (620 x 480 pixels).
 Timecodes are superimposed at the bottom of the on-screen image for selection purposes.
 Footage is Windows Media (.wmv) format – plays on most Windows PCs.

- Preview DVD

Film Footage – Viewing Quality DVD

Viewing Quality DVDs are lower resolution (620 x 480 pixels), but are suitable for home viewing, classroom presentation, etc.
 Footage is DVD-Video format – plays on most DVD players.

- Viewing Quality DVD

USE FEES

Use fees are calculated in intervals of 30 minutes, or part thereof. All use fees are due in advance. If the length of the material to be used is not specified, use fees will be charged based on the entire length of the material supplied.

A. Individual or Student

- Private Study \$30 per 30 minutes (or part thereof)
Includes reproduction fee.
- School Multimedia Project \$30 per 30 minutes (or part thereof)
Includes reproduction fee.
- Other:

B. Educator, Small Club, or Non-Profit Institution for non-profit purposes – Presentation or Lecture

- Presentation or Lecture \$30 per 30 minutes (or part thereof)
Includes reproduction fee.



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AUDIOVISUAL ORDER FORM AND USE AGREEMENT

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REPRODUCTION AND USE FEES EDUCATOR, SMALL CLUB, or NON-PROFIT INSTITUTION EXHIBIT, TELEVISION, WEBSITE, etc.

REPRODUCTION OPTIONS AND FEES

Audio Recordings

- Audio CD \$30 per 30 minutes (or part thereof)

Film Footage – Preview DVD

For study and selection purposes only – may not be reproduced, broadcast, or shown to audiences.

Preview DVDs are lower resolution (620x480 pixels) and have timecodes superimposed at the bottom of the on-screen image.

Preview DVDs include the full length of the original footage.

Footage is Windows Media (.wmv) format – plays on most Windows PCs.

- Preview DVD \$30 per 30 minutes (or part thereof)

Film Footage – Production Quality DVD

Production Quality DVDs are Standard Definition (720x480 pixels).

- Production Quality DVD (DVD-Video format) \$50 per disc (30-day rental)
- Production Quality DVD (.avi format) \$50 per disc (30-day rental)

Film Footage – Other Formats

- Other: Pricing and availability determined on a case-by-case basis

USE FEES

Use fees are calculated in intervals of 30 seconds, or part thereof. All use fees are due in advance. If the length of the material to be used is not specified, use fees will be charged based on the entire length of the material supplied.

- Exhibit – Temporary (12 months or less) \$100 per 30 seconds (or part thereof)
- Exhibit – Traveling \$150 per 30 seconds (or part thereof)
- Exhibit – Permanent \$200 per 30 seconds (or part thereof)
- Exhibit Bundle \$300 per 30 seconds (or part thereof)
(includes Exhibit, Video/DVD, Internet, and Promotional Use)

- Television Broadcast – Local \$100 per 30 seconds (or part thereof)
- Television Broadcast – National \$150 per 30 seconds (or part thereof)
- Television Bundle \$300 per 30 seconds (or part thereof)
(includes Broadcast, Video/DVD, Internet, and Promotional Use)

- Internet/WWW \$100 per 30 seconds (or part thereof)

- Video/DVD – under 1,000 copies \$50 per 30 seconds (or part thereof)
- Video/DVD – 1,001-5,000 copies \$100 per 30 seconds (or part thereof)
- Video/DVD – 5,001-50,000 copies \$150 per 30 seconds (or part thereof)
- Video/DVD – over 50,000 copies \$200 per 30 seconds (or part thereof)

- Theatrical Film – North American distribution \$300 per 30 seconds (or part thereof)
- Theatrical Film – Worldwide distribution \$600 per 30 seconds (or part thereof)
- Theatrical Film Bundle \$800 per 30 seconds (or part thereof)
(includes Film, Video/DVD, Internet, and Promotional Use)



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AUDIOVISUAL ORDER FORM AND USE AGREEMENT

Reference No.
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REPRODUCTION AND USE FEES COMMERCIAL ENTERPRISE for commercial purposes

REPRODUCTION OPTIONS AND FEES

Audio Recordings

- Audio CD \$30 per 30 minutes (or part thereof)

Film Footage – Preview DVD

For study and selection purposes only – may not be reproduced, broadcast, or shown to audiences.
 Preview DVDs are lower resolution (620x480 pixels) and have timecodes superimposed at the bottom of the on-screen image.
 DVDs include the full length of the original footage.
 Footage is Windows Media (.wmv) format – plays on most Windows PCs.

- Preview DVD \$30 per 30 minutes (or part thereof)

Film Footage – Production Quality DVD

Production Quality DVDs are Standard Definition (720x480 pixels).

- Production Quality DVD (DVD-Video format) \$100 per disc (30-day rental)
- Production Quality DVD (.avi format) \$100 per disc (30-day rental)

Film Footage – Other Formats

- Other: Pricing and availability determined on a case-by-case basis

USE FEES

Use fees are calculated in intervals of 30 seconds, or part thereof. All use fees are due in advance. If the length of the material to be used is not specified, use fees will be charged based on the entire length of the material supplied.

- Commercial Presentation/Conference \$100 per 30 seconds (or part thereof)
- Commercial Exhibit – Temporary (12 months or less) \$200 per 30 seconds (or part thereof)
- Commercial Exhibit – Traveling \$300 per 30 seconds (or part thereof)
- Commercial Exhibit – Permanent \$400 per 30 seconds (or part thereof)
- Commercial Exhibit Bundle \$600 per 30 seconds (or part thereof)
(includes Exhibit, Video/DVD, Internet, and Promotional Use)
- Commercial Television Broadcast – Local \$200 per 30 seconds (or part thereof)
- Commercial Television Broadcast – National \$300 per 30 seconds (or part thereof)
- Commercial Television Broadcast - Worldwide \$400 per 30 seconds (or part thereof)
- Commercial Television Bundle \$600 per 30 seconds (or part thereof)
(includes Broadcast, Video/DVD, Internet, and Promotional Use)
- Internet/WWW \$300 per 30 seconds (or part thereof)
- Video/DVD – under 1,000 copies \$100 per 30 seconds (or part thereof)
- Video/DVD – 1,001-5,000 copies \$200 per 30 seconds (or part thereof)
- Video/DVD – 5,001-50,000 copies \$300 per 30 seconds (or part thereof)
- Video/DVD – over 50,000 copies \$400 per 30 seconds (or part thereof)
- Theatrical Film – North American distribution \$400 per 30 seconds (or part thereof)
- Theatrical Film – Worldwide distribution \$800 per 30 seconds (or part thereof)
- Theatrical Film Bundle \$1000 per 30 seconds (or part thereof)
(includes Film, Video/DVD, Internet, and Promotional Use)
- Advertising – use approved on a case-by-case basis \$100 per second



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**AUDIOVISUAL ORDER FORM
AND USE AGREEMENT**

TERMS AND CONDITIONS

Reference No.
Date Received:
Staff Initials:

In accepting the footage supplied, you agree...

1. To use the footage or audio recording only once and only for the purpose described on Page 1 of the Audiovisual Order Form and Use Agreement. Any subsequent or different use of the footage (i.e., releasing broadcast productions as videos for the home market, etc.) not specified in this agreement constitutes a reuse and must be applied for in writing. There is a reuse fee;
2. Not to reproduce this footage or audio recording except as is necessary to exercise the rights authorized by this agreement;
3. Not to transfer, sublicense, or sell the rights authorized by this agreement or to permit others to reproduce the footage or audio recording or any facsimile of it by any means for any purpose;
4. To return all footage to the Benson Ford Research Center within 30 days of the completion of its use as specified in the Use Agreement. No refunds will be made for unused or returned copies;
5. To credit properly. The following is the basic credit line: **"From the Collections of The Henry Ford."** Additional Guidelines concerning proper crediting are provided below;
6. To give to The Henry Ford one complimentary copy of any work in which the footage or audio recording appears;
7. That in authorizing the use of this footage or audio recording, The Henry Ford does not surrender its own right to use it or grant others permission do to so;
8. To assume all responsibility for questions of copyright, invasion of privacy, and all other liabilities that may arise from the use made of the footage or audio recording supplied;
9. That any exceptions or additions to these Conditions will be appended to, and will be considered part of, this "Use Agreement."

Recommended Guidelines for Crediting The Henry Ford:

Our basic credit line is "From the Collections of The Henry Ford."

1. Crediting of the footage or audio recording at the point where it is used is preferable in all cases; otherwise, include the credit with the other "Sources of Illustrations."
2. In manuals that accompany such products, credit at the point where the image is discussed.
3. With exhibitions and other displays, credit within the exhibition area.

Whenever possible, please indicate in the accompanying caption or label any and all changes made to the original footage such as taking a detail, superimposing, tinting, etc.

I understand that I am responsible for conforming with the laws of libel, publicity rights, and copyright which may be involved in the use of these materials.

I have read, accept, and agree to abide by the conditions listed above for the one time use and specific purpose(s) stated in this document.

Requestor's Signature: _____ Date: _____

Requestor's Title: _____

Use Authorized by: _____ Date: _____

Access Services Representative



America's Greatest History Attraction

Benson Ford Research Center
The Henry Ford
20900 Oakwood Blvd.
P.O. Box 1970
Dearborn, MI 48121-1970
P: 313.982.6100 ext. 2517
F: 313.982.6244

**AUDIOVISUAL ORDER FORM
AND USE AGREEMENT**

INVOICE

Reference No.
Date Received:
Staff Initials:

THIS IS THE ONLY FORMAL INVOICE YOU WILL RECEIVE.

Payment must be included with this invoice before processing will begin.

Please itemize each title.

Refer to the Fee Schedule included in this agreement. **Use fees will not be refunded.**

Name:

Used For:

	VT/AFC #	Title/Caption/Description	Seconds Used	Reproduction Fee	Use Fee	Subtotal
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

More than 10 titles – continue on Addendum

Type of Reproduction	
<input type="checkbox"/> Audio CD	
<input type="checkbox"/> Preview DVD	<input type="checkbox"/> Viewing Quality DVD
<input type="checkbox"/> Production Quality DVD	<input type="checkbox"/> Other:

Subtotal	
Rush Fee	
6% MI Sales Tax*	
Shipping Charges**	
Total	

Method of Payment	
<input type="checkbox"/> Cash (in-person orders only)	
<input type="checkbox"/> Check or Money Order payable to "The Henry Ford"	
<input type="checkbox"/> Credit Card (Mastercard, Visa, Discover, or American Express)	
Credit Card #:	Expiration Date:

* If tax exempt, enter number here:

** No additional shipping charge for DVDs sent First Class Mail in U.S. and Canada. Other shipping destinations and services available, charges vary by destination, service, and size of order. Please Ask

Or, provide your shipping account #:

The Henry Ford Federal I.D. #: 381359513-N