



# sundance FILM FESTIVAL 2022

## 2022 Shipping Instructions for DCPs and 35mm prints

### SHIPPING ADDRESS:

Sundance Film Festival  
attn. Print Shipping  
1500 Kearns Blvd. Suite B110  
Park City, UT 84060

### SHORT FILMS DUE BY

**MONDAY, DECEMBER 20, 2021**

### FEATURES & EPISODIC PROGRAMS DUE BY

**FRIDAY, JANUARY 07, 2022**

- **Can I send my movie now? [Yes!](#)**

The later your screening materials arrive at the Festival, the further back they fall in a line of hundreds of titles that must be inspected. In order to ensure the best possible screening experience, the Festival will not project any material that has not been through our inspection process. You will be notified immediately if any problems are discovered during the inspection process. Please be sure to clearly label your title on all deliverables.

- **How should I package my movie? [Carefully.](#)**

35mm film prints can be sent on plastic reels in shipping cases, or on cores inside plastic or metal film cans. If you are shipping your film on cores, please be sure the film ends are securely taped down, and all cans are stabilized and insulated with bubble wrap inside the shipping box. DCP and other hard drives should be packaged inside a Pelican or other padded hard-sided case. Please use plenty of bubble wrap to protect your drive and any backups.

- **How should I ship my movie? [FedEx.](#)**

FedEx is our preferred shipping method, as it allows us to track your film and ensure its timely arrival. Due to the unpredictability of the weather in Park City, as well as our location, we strongly recommend shipping with FedEx. Other couriers (UPS, DHL, TNT, etc.) are also options, although we prefer that you ship via FedEx. Please email your tracking number, the title of your movie, and delivery date to [print\\_shipping@sundance.org](mailto:print_shipping@sundance.org) as soon as your screening copies have been shipped. **DO NOT ship using US Domestic or International Air Mail** (due to the lack of reliable tracking, delivery, and customs clearances).

- **What if I am shipping from outside of the US?**

When using FedEx, DHL, or another international courier, you will need to include a US Customs Clearance Form that declares the contents of your package, as well as the following statement: "Contents have no commercial value and are for cultural exhibition purposes only."

- **Should I insure my shipment? [Yes.](#)**

You should always insure for the replacement cost of the materials you are shipping. Sundance does not assume responsibility for your screening materials until they are received at the address above.

### **Please note:**

*Sundance Film Festival retains control of your screening materials until the festival closes. All screening materials will be shipped back immediately after the festival ends. Sundance covers return shipping costs to only one address. If screening materials need to ship to multiple addresses, you will be responsible for additional shipments.*

### **Liability:**

*The filmmaker is responsible for shipping all screening materials to the festival. The festival will ensure the safety of the materials from the time of delivery until the time the materials are delivered to the return shipping address provided. In case of loss or damage to screening materials, the festival must receive notification and independent verification prior to March 4, 2022. The festival's obligation is limited to compensating only the cost of replacing the damaged portion of screening materials.*