

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1573293

Vendor Name: MTI Enterprises Inc,D/B/A Music Theatre

Invoice Number: P0002212

Invoice Date: 2/28/2022

PO Number: P0002212

Check Number: 0296529

Check Amount: \$ 3,950.00

Check Date: 03/04/2022

Voucher Number: V0730191

Document Type: AP Invoice

Document Below

**Purchase Order****Purchase Order #: P0002212**

MTI ENTERPRISES

**Order Total: 3,950.00 USD****Check Enclosed Request - Needs payment as materials are needed ASAP. 2-28-2022 AK**

**Date:** 02/28/2022  
**Transaction #:** 2762470  
**Authorized By:** Amber Kalish

**Requested By:** Kari Schoettle  
**Requester Email:** schoettlek@cod.edu  
**Phone:** 630-942-2914

**CONFIRMING REQUEST****Supplier Address:**

MTI ENTERPRISES  
423 West 55th St 2nd Floor  
New York, NY 10019  
United States  
Attn: Kaitlin Stern  
Phone: 999-999-9999

**Ship To:**

College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Ellen McGowan  
Phone: 630-942-2238

**Bill To:**

College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: invoicing@cod.edu  
Phone: 630-942-2228

**Order Comments:** Contract # 0705948 Acct 0016527

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Standard Orchestration royalty for 2 performances 04/09/22 - 04/10/22	Each	2	1,500.00 USD	3,000.00 USD
		Ship To Attn: Ellen McGowan				
2		Standard set of materials or any part thereof	Each	1	550.00 USD	550.00 USD
		Ship To Attn: Ellen McGowan				
3		Security fee	Each	1	400.00 USD	400.00 USD
		Ship To Attn: Ellen McGowan				

**Subtotal:** 3,950.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 3,950.00 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and

local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.

7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.

8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.

9. All shipments are accepted subject to inspection and approval by College of DuPage.

10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.

11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

© 2000-2022 ESM Solutions Corporation, All rights reserved.

"Kalish, Amber" <kalisha@cod.edu>

---

Check Enclosed P0002212 Kari Schoettle and Ellen McGowan 2-28-2022 AK.pdf

---

"Kalish, Amber" <kalisha@cod.edu>

Mon, Feb 28, 2022 at 01:51 PM GMT

CC:

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Ellen McGowan/Kari Schoettle. Kindly work directly with them as needed.

Thank you.

Best,

Amber Kalish

*Procurement Services Assistant*

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: ( 630) 942.2813 | [kalisha@cod.edu](mailto:kalisha@cod.edu)

**[Click Here](#) for current bids/Rfps!**

**COD: Check out our [Team Site](#)!**



---

**2 attachments**

P0002212.pdf

image001.jpg

# INVOICE

Invoice ID: 0500-1202-1769

Vendor	MTI Enterprises Inc ♦ D/B/A Music Theatre International
Requester	Ellen Roberts [   0308281   roberts]
Created By	Joyce Sekerka [   0353607   sekerkaj]
Create Date	02/28/2022

## Invoice Information

Vendor	MTI Enterprises Inc ♦ D/B/A Music Theatre International [1573293]
Address	[6e277a6b-b208-483b-9c62-d2342dd50c42] 423 West 55th St 2nd Floor New York, NY 10019
Invoice Number	0901213000.0
Invoice Date	09/01/2021
Invoice Amount	3,000.00 USD
EthINVHDBank	IM
FiscalYear	FY22
EthINVAPType	IM

## Invoice Notes

J Sekerka 02/28/2022 07:58 AM  
Email address of sender: noreply@esmsolutions.com.  
Email received timestamp: 02/28/2022 13:57 UTC

## Expense Summary

Amount (USD)

DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

**MUSIC THEATRE INTERNATIONAL**  
 COVID-19 LICENSING FAQ/GUIDELINES

 Your MTI Rep: NICOLE MURPHY  
 Your MTI Account Number: 0016527  
 Contract #: 0705948 Printed on: 09/01/21

**COVID-19 LICENSING FAQ/GUIDELINES**
**Streaming Royalties**

All streaming royalties will be collected via SHOWTIX4U ([www.ShowTix4U.com](http://www.ShowTix4U.com)), unless prior arrangements have been made with MTI.

On the contract confirmation page [page 2] *only* enter royalties for any performances in front of a live audience.

For STREAMING performances, you need not enter any amount, and should leave the line blank.

**Postponements**

Postponing a show (including COVID-19 postponements):

- Log into your MyMTI account at <https://account.mtishows.com>
- Click on [Change Booking](#)
- Make the appropriate selection(s) to adjust your date and click [Submit](#)
- You will receive an email confirmation that the change request was received, and it will include a summary of the changes you requested

**Cancellations**

Cancelling a show (including COVID-19 cancellations):

- Log into your MyMTI account at <https://account.mtishows.com>
- Click on [Change Booking](#)
- Select [I'd Like to Cancel My Booking](#) and click [Submit](#)
- Once you have received the email confirming that your cancellation was processed, you can access your invoice through your MyMTI account by clicking [Booking Details](#), and then clicking [My Invoice](#).

**Refunds/Keeping Funds on Account**

Refund checks will be distributed as soon as administratively possible. Processing delays due to fluctuating COVID-19 restrictions in New York City, where the MTI offices are located, may occur.

If you prefer to leave your funds On Account, you can log in to your MyMTI account and select whether you wish to:

- a) leave your funds On Account with MTI for your future use with any MTI-licensed productions
- b) leave your funds On Account temporarily, with MTI processing your refund at a later date (e.g., if you do not currently have access to the location/office where the payment will be mailed)
- c) request that your refund be processed and mailed as soon as possible

**Material Returns**

Rental material returns: Our materials library is open and able to receive rental material returns. If you have safe access and if possible, please return any rented MTI materials to our library at your earliest convenience.

FAQ

 MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 541-4684 • Fax (212) 397-4684 • [www.mtishows.com](http://www.mtishows.com)

DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

**MUSIC THEATRE INTERNATIONAL**  
 CONTRACT CHECKLIST

 Your MTI Rep: NICOLE MURPHY  
 Your MTI Account Number: 0016527  
 Contract #: 0705948 Printed on: 09/01/21

We've updated and streamlined our contract to make it even easier for you to do business with us!

**After Reading through your Contract, be sure to  
Complete, Sign, and Return the following pages:**

► **CONTRACT CONFIRMATION — Remember to:**

• **Write In:**

- » Number of Performances (first blank line on Contract Confirmation)
- » Royalty per Performance (second blank line on Contract Confirmation)
- » Additional Rental costs (if any)
- » Grand Total of Additional Materials (from Additional Materials page, if ordering)

• **Include Payment:**

- Check or Money Order (no personal checks)
- OR
- Credit Card information with Signature
- OR
- Purchase Order (only for schools and government agencies)
- » The \$400 security deposit *must* be paid by Credit Card, Check or Money Order

► **ADDITIONAL MATERIALS — if ordering (optional)**

► **ADDITIONAL ORCHESTRATION — if ordering (optional)**

► **VIDEO LICENSE, if available, and \$75 fee — if ordering (optional)**

► **Any other Contract Riders that require signature**

**ADDITIONAL NOTES**

**PLEASE NOTE:**

- For shows with multiple Orchestrations, you may order additional parts *only* for the Orchestration you selected on the Contract Confirmation page.
- Final Sales Tax and Shipping Fees can only be determined after Contract and security deposit have been processed.
- Please read through the entire Contract to ensure proper compliance with the terms of your agreement with MTI.

**How to Return your Contract:**

- By Email: Scan and email your signed Contract, with payment information, to your licensing representative
- By Mail: Sign and mail your Contract, with payment information, to:

Music Theatre International  
 423 West 55<sup>th</sup> Street  
 New York, NY 10019

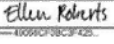
MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 541-4684 • Fax (212) 397-4684 • [www.mtishows.com](http://www.mtishows.com)

DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

<b>MTI PRODUCTION CONTRACT</b>		Your MTI Rep: NICOLE MURPHY Your MTI Account Number: 0016527 Contract #: 0705948 Printed on: 09/01/21	
<b>Licensee:</b> NEW PHILHARMONIC/ARTS CENTER AT COLLEGE OF DUPAGE ATTN: BENJAMIN NADEL 425 FAWELL BLVD. GLEN ELLYN, IL 60137  TEL#: 630-942-4239 FAX: 630-790-9806 E-MAIL: BEN.NADEL9@GMAIL.COM		- REPRINT -  Contract Issue Date: 09/01/21 Contract Expiration Date: 10/13/21 Valid For Performances From: 04/09/22 - 04/10/22 MTI Access Code: WES1680031	
THIS IS A LICENSE FOR AN AMATEUR PRODUCTION OF: WEST SIDE STORY			
<b>SPECIAL CONDITIONS</b> NO BOOKS WILL SHIP. USING MATERIALS FROM NORTHWEST INDIANA SYMPHONY.			
<b>ROYALTY</b> ROYALTY A) \$1500.00 For Each Regular, Benefit or Other Performance Provisions: ROYALTY \$1500.00 PER PERF			
<b>SECURITY DEPOSIT</b> \$400.00 to be refunded following the safe, timely return of the rented material to us, less handling/shipping/missing materials/brokerage fees, late charges and/or any outstanding account obligations.			
<b>RENTAL FEE</b> \$550.00 for a standard set of materials or any part thereof Provisions:  See attached ADDITIONAL MATERIALS page for a complete list of all materials included in the Standard Rental Set.  The Standard Rental Set (see attached) is the ONLY acting edition authorized by the Authors and <u>MUST</u> be rented from us as a condition of this offering.  If the rental materials are needed in advance of the standard two-month rental period, they may be rented for \$400.00 extra each month or part thereof, pending availability.			
PLEASE KEEP THIS PAGE FOR YOUR RECORDS			
MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 541-4684 • Fax (212) 597-4684 • www.mti-nyc.com			

PAGE 2

DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

<b>CONTRACT CONFIRMATION</b>		Your MTI Rep: NICOLE MURPHY Your MTI Account Number: 0016527 Contract #: 0705948 Printed on: 09/01/21	
<b>CONFIRMATION OF PERFORMANCE INFORMATION</b>			
Name of Organization: NEW PHILHARMONIC/ARTS CENTER AT COLLEGE OF DUPAGE			
Name of Show: WEST SIDE STORY			
Name and address of performance space/venue: ARTS CENTER AT COLLEGE OF DU PAGE 425 FAWELL BLVD., GLEN ELLYN, IL 60137			
Date(s) of performance(s): 04/09/2022 - 04/10/2022		Offer Expires: 10/13/2021	
Please list number of performances for each calendar month: 2			
SHIP WITH: <input checked="" type="checkbox"/> Standard Orchestration <input type="checkbox"/> Alternate Orchestration <input type="checkbox"/> Partial <input type="checkbox"/> No Orchestration <small>(If "Partial" you MUST mark the required parts on the Orchestration Details sheet, and return a copy with your signed contract.)</small>			
ROYALTY: Royalty A for 2 performance(s) @ \$ 1,500.00 per performance, a total of		\$ 3,000	
RENTAL: \$550.00 for a standard set of materials or any part thereof		\$ 550.00	
ADDITIONAL RENTAL (Outside of this standard two (2) month period): \$100 per week X _____ weeks		\$ _____	
SECURITY FEE: Your security fee MUST be paid in full by check, credit card or money order (No Purchase Orders accepted) in order to process your license. Failure to do so may result in a delay in the processing of your license.		\$ 400.00	
ADDITIONAL MATERIALS GRAND TOTAL (from ADDITIONAL MATERIALS page):		\$ _____	
SALES TAX (where applicable):		\$ _____	
TOTAL:		\$ 3,950	
TOTAL AMOUNT ENCLOSED:		\$ _____	
BALANCE REMAINING:		\$ _____	
<b>SHIPPING</b>			
<small>Shipment is made by UPS or FEDEX Ground Service unless otherwise instructed. You will be billed for all shipping charges. Canadian and overseas shipments are by most efficient carrier, unless otherwise instructed.</small>			
Special Shipping Instructions: (check one) <input type="checkbox"/> RUSH <input type="checkbox"/> SECOND DAY <input type="checkbox"/> STANDARD			
Shipping Address: _____ <small>(NO P.O. BOXES)</small>			
City: _____		State: _____ Zip/Postal Code: _____	
<b>PAYMENT</b>			
<b>ALL PAYMENTS MUST BE MADE IN U.S. FUNDS</b>			
<input type="checkbox"/> CHECK or MONEY ORDER (No personal checks accepted. Make payable to MUSIC THEATRE INTERNATIONAL)			
<input type="checkbox"/> CREDIT CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS			
Card Number: _____		Exp. Date: _____	
Name on Card: _____		Billing Postal Code: _____	
Signature: _____		Amount: _____	
<small>*PLEASE NOTE: ANY REFUNDS ISSUED ON CREDIT CARD PAYMENTS WILL BE PAID TO THE ORGANIZATION BY CHECK</small>			
<input type="checkbox"/> PURCHASE ORDER: For schools and government agencies ONLY, a signed, authorized purchase order is acceptable for ROYALTY and RENTAL payment. YOU MUST STILL return your check, money order or credit card information for the SECURITY FEE along with your signed, authorized P.O. with this license to cause materials to be shipped.			
<b>ACCEPTANCE</b>			
<small>By signing below, you agree that (i) you have read and understand the terms and conditions of this Production Contract, the accompanying Performance License and all attached riders, which are incorporated by reference into the Performance License and (ii) Licensee shall abide by the terms and conditions contained therein.</small>			
PRINT YOUR NAME: Ellen Roberts		TITLE: Vice President, Admin. Affairs	
AUTHORIZED SIGNATURE: 		DATE: 2/18/2022	
EMAIL: roberts@cd.edu		DAY PHONE: _____	
CONFIRM 9-126 <b>YOU MUST COMPLETE AND RETURN THIS PAGE WITH PAYMENT</b>			
MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 541-4684 • Fax (212) 397-4684 • www.mtishows.com			

PAGE 3

DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

**STANDARD RENTAL SET**

Your MTI Rep: NICOLE MURPHY  
Your MTI Account Number: 0016527  
Contract #: 0705948 Printed on: 09/01/21

The rental fee includes the materials below and, when applicable, a full OR partial set of the standard OR alternate orchestration.  
The rental fee will not change if no orchestrations are ordered.

***YOUR STANDARD RENTAL SET WILL INCLUDE:***

- 1 FULL SCORE ACT 1
- 1 FULL SCORE ACT 2
- 10 LIBRETTO
- 8 PIANO CONDUCTOR'S SCORE
- 30 CHORUS BOOK

DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

**ADDITIONAL MATERIALS**

Your MTI Rep: NICOLE MURPHY  
 Your MTI Account Number: 0016527  
 Contract #: 0705948 Printed on: 09/01/21

**ADDITIONAL MATERIALS ORDER FORM**

You can order additional materials and theatrical resources at the following rates.  
 To order, simply indicate the quantity of each item you would like and add the Grand Total to the Confirmation Page of this Production Contract.

ITEM	QUANTITY	COST EACH	TOTAL
<b>ADDITIONAL MATERIALS</b>			
FULL SCORE ACT 1 (Replacement Fee \$200.00)	_____ x	\$ 50.00	= \$ _____
FULL SCORE ACT 2 (Replacement Fee \$200.00)	_____ x	\$ 50.00	= \$ _____
LIBRETTO (Replacement Fee \$15.00)	_____ x	\$ 3.75	= \$ _____
PIANO CONDUCTOR'S SCORE (Replacement Fee \$120.00)	_____ x	\$ 30.00	= \$ _____
CHORUS BOOK (Replacement Fee \$80.00)	_____ x	\$ 20.00	= \$ _____
ADDITIONAL ORCHESTRA PARTS ( Replacement Fee \$60.00)	_____ x	\$ 15.00	= \$ _____
(Attach ORCHESTRATION sheet with additional parts required marked - list total quantity of parts above)			

**THEATRICAL RESOURCES**

HOW DOES THE SHOW GO ON?	_____ x	\$ 21.00	= \$ _____
LOGO PACK DIGITAL	_____ x	\$ 75.00	= \$ _____

**ADDITIONAL MATERIALS GRAND TOTAL** (add this total to Contract Confirmation Page) \$ \_\_\_\_\_  
 You MUST return this form along with your contract to receive materials.

\*\*\*See <https://www.mtishows.com/production-resources> for pricing.

- Customized Poster requires purchase of Logo Pack. If you order a Customized Poster without ordering a Logo Pack, a Logo Pack (at \$75) will automatically be added to your order.

**RETURN THIS PAGE ONLY IF ORDERING ADDITIONAL MATERIALS**

MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 541-4684 • Fax (212) 397-4684 • [www.mtishows.com](http://www.mtishows.com)

PAGE 5



Docusign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

**ORCHESTRATION**  
**STANDARD ORCHESTRATION**

Your MTI Rep: NICOLE MURPHY  
Your MTI Account Number: 0016527  
Contract #: 0705948 Printed on: 09/01/21

Below is a detailed list of all orchestra parts available for this title, along with doublings and other instrumentation notes.  
If you wish to order additional parts, mark the number of additional parts for each instrument, and return this page with your Contract Confirmation page and include the total number of additional parts on the Additional Materials form.

STANDARD ORCHESTRATION			
BOOKS INCLUDED	ADDITIONAL REQUESTED	INSTRUMENT	DOUBBINGS
2	_____	CONTRABASS	
4	_____	CELLO I & II	
4	_____	CELLO III & IV	
1	_____	DRUMS	
1	_____	GUJAR	
2	_____	HORNS 1&2	
1	_____	KEYBOARD	
3	_____	PERCUSSION	
1	_____	FLUTE 1/PICCOLO	
1	_____	ALTO SAX/BASS CLARINET	
1	_____	TENOR SAX/BARITONE SAX	
1	_____	FLUTE 2/PICCOLO	
1	_____	FLUTE 3/PICCOLO	
1	_____	OBOE/ENGLISH HORN	
1	_____	CLARINET 1	
1	_____	CLARINET 2/E-FLAT	
	_____	CLARINET	
1	_____	CLARINET 3/BASS CLARINET	
1	_____	BASSOON	
1	_____	SOP. SAX/BASS SAX/BASS	
	_____	CLARINET	
1	_____	TROMBONE 1	
1	_____	TROMBONE 2	
1	_____	TRUMPET 1	
1	_____	TRUMPET 2	
1	_____	TRUMPET 3	
4	_____	VIOLINS I & II	
4	_____	VIOLINS III & IV	
4	_____	VIOLINS V & VI	
2	_____	VIOLIN VII	

RETURN THIS PAGE ONLY IF ORDERING ADDITIONAL ORCHESTRATION

MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 341-4684 • Fax (212) 397-4684 • [www.mtihq.com](http://www.mtihq.com)

PAGE 6

DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

**BILLING CREDITS**

Your MTI Rep: NICOLE MURPHY  
 Your MTI Account Number: 0016527  
 Contract #: 0705948 Printed on: 09/01/21

**SHOW BILLING CREDITS**

For proper usage, refer to **Section I, Paragraphs 4 (A & B)** of the Performance License.

"WEST SIDE STORY"  
 SYMPHONY CONCERT VERSION  
 Based on a Conception of JEROME ROBBINS  
 Book by ARTHUR LAURENTS Music by LEONARD BERNSTEIN Lyrics by STEPHEN SONDHEIM  
 : Entire Original Production Directed :  
 : and Choreographed by JEROME ROBBINS :  
 -----  
 Originally Produced on Broadway by Robert E. Griffith and Harold S. Prince  
 By Arrangement with Roger L. Stevens

In relation to the title "WEST SIDE STORY" which should be the largest in size, type & bold print, the names of the creators ARTHUR LAURENTS, LEONARD BERNSTEIN, STEPHEN SONDHEIM and JEROME ROBBINS shall be 75% of the title in size, type and bold print. The phrase "Based on a conception of Jerome Robbins" shall be 25% of the title in size, type and bold print. The creator's name JEROME ROBBINS in the box shall also be 75% of the title in size, type and bold print. No name of any Author in any capacity shall be larger than any other Author's name.

**MTI BILLING**

In accordance with the **Dramatic Performing Rights License**, all publicity materials (posters, programs, etc.) **MUST** include the following credit:

**WEST SIDE STORY**  
**Is presented through special arrangement with Music Theatre International (MTI).**  
**All authorized performance materials are also supplied by MTI.**  
**www.mtishows.com**

**VIDEO RECORDING WARNING**

This license does **NOT** grant you the right\*\* to make, use and/or distribute an audio or audiovisual recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, videotape, film, CD, DVD and other digital distribution. You agree to inform all parents, students and attendees of the above prohibitions against recording the show by means of both a program note and a pre-show announcement.

In compliance with the above condition, you **MUST** include the following warning in your program:

**Any video and/or audio recording of this  
 production is strictly prohibited.**

\*\*except with respect to certain titles, where a limited video license is available for \$75.00 and you have purchased that license.

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 341-4684 • Fax (212) 397-4684 • www.mtishows.com

PAGE 7

DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

**PERFORMANCE LICENSE**

Your MTI Rep: NICOLE MURPHY  
 Your MTI Account Number: 0016527  
 Contract #: 0705948 Printed on: 09/01/21

This Performance License (the "License"), and any Contract Riders attached to the MTI Production Contract ("Production Contract"), are incorporated by reference into the Production Contract and contain important restrictions and requirements regarding Licensee's production. Throughout this License, Music Theatre International is referred to as "MTI", "we" or "us"; the organization to which the Production Contract is issued is referred to as "Licensee" or "you"; and the individual signing on behalf of the Licensee is referred to as the "Authorized Signatory."

Please read this Performance License carefully and keep this copy for your records.

Your signature on the acceptance line of the Production Contract accompanying this License will acknowledge that:

- a) you have read and understand the terms, conditions and provisions set forth below;
- b) you are authorized to sign the Production Contract on behalf of Licensee;
- c) you agree to the terms, conditions and provisions contained herein on behalf of Licensee; and
- d) you will inform the producer(s), director(s) and creative team of Licensee's production of the terms, conditions and provisions contained in this Production Contract.

**I. COPYRIGHT PROVISIONS, PRODUCTION RULES AND BILLING**

Any violation of these copyright provisions shall automatically and immediately terminate the Production Contract.

- 1. Rights Granted:** This Production Contract allows the public performance of the Play as represented in the rented materials provided by MTI under the following terms and conditions. The rights granted by MTI do not include the right to utilize the original choreography, staging, direction, costume designs or scenery designs from any prior production of the Play (unless such rights are included in materials provided by MTI or otherwise permitted by MTI in writing), and you may not use such elements, in whole or in part, in your production unless you have obtained the right to do so from the owner of such elements (such as the director, choreographer or designer). See separate Contract Rider for more detail regarding Replica Elements.
- 2. Changing the Play; Costing:** Under federal law and under the terms of this Production Contract, you may not make any changes to the Play or any additional materials purchased or rented from MTI (the "MTI Rental Materials"), including but not limited to the following:
  - a. You may not add music, dialogue, lyrics, non-verbal scenes or anything to the Play as embodied in the MTI Rental Materials, including any songs or dialogue from any film version of the Play or from any other production of the Play.
  - b. You may not delete, in whole or in part, any material in the Play as embodied in the MTI Rental Materials.
  - c. You may not make changes of any kind, including but not limited to changes of music, lyrics, dialogue, sequence of songs and/or scenes, time period, setting, characters or characterizations or gender of characters in the Play.
  - d. You agree that any proposed change, addition, omission, interpolation, or alteration in the book, music, or lyrics of the Play shall first be submitted in writing to MTI. MTI may, in its sole discretion, seek approval for such change from the authors or other rightsholders of the Play (the "Rightsholders"). If permission for any such change is granted, such changes shall become the property of the Rightsholders without any obligation to you or any third party making such changes, and MTI may require you to enter into a work for hire agreement or copyright assignment with such third party. If MTI does not respond to a request for any changes in writing, the change shall be deemed disapproved. No such change shall be implemented in your production unless and until MTI has notified you in writing that the change is approved.
  - e. The use of makeup to alter a performer's race or ethnicity (e.g., blackface, etc.) is strictly prohibited under this Performance License. Certain titles may have additional casting requirements set forth in a separate contract rider.
  - f. You may not make any physical or digital copies of the materials provided or physically alter, amend, or change them, or digitally distribute them, without MTI's prior written permission. If such permission is granted, you agree to collect and destroy all such copies upon the completion of your production.
  - g. MTI and the Rightsholders shall not be obligated at any time to offer royalty participation or make any payment to any person whom you may hire to direct, choreograph, stage, design, furnish musical services or otherwise actualize your production unless that person has entered into a written agreement directly with the Rightsholders or MTI.
  - h. The Authorized Signatory agrees to review these copyright provisions with the director and entire creative team of your production.

PERF.1.8\_000134122

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 541-6684 • Fax (212) 397-6684 • www.mtishows.com

PAGE 8

DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

**PERFORMANCE LICENSE****(CONTINUED)**

Your MTI Rep: NICOLE MURPHY  
 Your MTI Account Number: 0016527  
 Contract #: 0705948 Printed on: 09/01/21

3. **Advertising/Recording/Broadcast (Audio, Video, Digital, etc.):** Except for the customary right to advertise and publicize the Play by means of print, radio, television, online and social media, including TV commercials and B-Roll (in which no radio, television or digital commercial produced by Producer shall contain excerpts from the Play in excess of 30 seconds (90 seconds in the aggregate)), this Production Contract grants no rights to record, stream or distribute the Play or any portion of it by any means whatsoever (subject to the last sentence of this Paragraph). Specifically, except as set forth in the previous sentence, this Production Contract does not grant you any right to (i) make an audio or audiovisual recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, tape, film, CD, DVD or digital versions; or (ii) to televise, broadcast, stream, make available for download or otherwise post online or in social media or through any mobile device the Play or any portion of it. You agree to inform all audience members of the above prohibitions against recording the show by means of both a program note and a pre-show announcement. If you have purchased a Streaming or Video License (where available) for your production of the Play, you may permit limited recording in accordance with the terms of the Streaming or Video License.
4. **Billing Credits and Use of Logos in Advertising and Promotion:**
- a. **Billing:** You must bill the Play, the authors and other creative personnel in all programs, houseboards, displays, websites, advertising and publicity (print or digital) exactly as set out in the Billing Credits section of this Production Contract. Your program must also include any other required language that appears in the Billing Credits (e.g., MTI credit, video recording warning language).
  - b. **Bios:** If your program or website includes bios of any member of your creative team, you must include both (i) author bios and (ii) Music Theatre International's bio in your program. Bios may be found on our website at [www.mtishows.com/bios](http://www.mtishows.com/bios) or may be obtained by request from MTI.
  - c. **Logos:** You may not use the copyrighted logo of the Play or any logo associated with any other production or film version of the Play, unless you purchase an MTI Logo Pack featuring that logo (where available) and you pay MTI the appropriate fee, if required.
  - d. **Use of Play Title in Domain Names and Social Media:** You may not use any domain name or social media or account/handle incorporating the name of the Play without the prior written permission of MTI. If permission is granted, you must agree to assign the domain name to the Rightsholders or their duly authorized representatives.
  - e. **Program Copies:** One (1) print copy of the program for your production should be sent to MTI's Business Office (in lieu of a print version, digital copies can be emailed to [licensing@mtishows.com](mailto:licensing@mtishows.com)) not later than three (3) days following the opening performance.
5. **Merchandise:** You may not create merchandise based on the Play or using the Play's title, logo, characters, lyrics or text, whether for sale or distribution, without written permission from MTI acting on behalf of the Rightsholders or their duly authorized representatives. You may sell merchandise purchased from MTI (e.g., T-shirts), where available.

**II. PERFORMANCE LICENSE AND PAYMENT PROVISIONS**

1. **License Effective Date; Payments:** MTI must receive, prior to the Offer Expiration Date on the first page of the Production Contract, (i) a signed copy of the Production Contract and (ii) your security deposit and any other payments that are due on execution, in U.S. funds, or your application for a license to produce the Play on the performance dates listed in the Production Contract will expire. Furthermore, MTI reserves the right to revoke the license offer at any time in its sole discretion before it has received the signed Production Contract and required payments. You will receive a confirmation from MTI when all such necessary submissions have been received and accepted (please allow approximately ten (10) business days) and at such time your Production Contract will take effect and your production will be considered licensed ("Fully Licensed"). Until such time, you agree not to advertise, announce, audition, present or sell tickets for any performances of the Play. Your license to produce the Play is conditioned on MTI receiving payment in full of all royalties, rental fees and other materials costs under this Production Contract (including payment for any ancillary productions or services purchased subsequent to the date the Production Contract was issued). (Accredited schools and government agencies only may provide a purchase order in lieu of upfront payment pursuant to Paragraph II. below). Payment in full is required before MTI will ship materials to you. In any case, if payment in full has not been received by MTI prior to the first scheduled performance date, the rights granted to you in this Production Contract will terminate and your production will be deemed to be unlicensed. You agree to pay all royalties, rental and any other amounts due to MTI upon execution or within the time period specifically set forth in the Production Contract and any rider. If no time period is listed for any other charges, you agree to pay such amounts owing to MTI within forty-five (45) days from the end of your production or within thirty (30) days of receipt of an invoice from MTI, as applicable.

PERF 2.6\_000134122

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 341-4684 • Fax (212) 397-4684 • [www.mtishows.com](http://www.mtishows.com)

PAGE 9

DocuSign Envelope ID: 112A096E-E57D-482B-9F79-929D8E42158E

**PERFORMANCE LICENSE****(CONTINUED)**

Your MTI Rep: NICOLE MURPHY  
 Your MTI Account Number: 0016527  
 Contract #: 0705948 Printed on: 09/01/21

2. **Changes:** If you wish to change any of the conditions set forth in this Production Contract in any way (including change of dates, reducing or increasing the number of performance(s), ticket price adjustments or change of venue), you must submit such requested changes to MTI's Business Office in writing immediately, and MTI must approve all changes before they may take effect. Changes in dates may be disallowed because of licensing restrictions on the Play (e.g., due to tours). Changes in the number of performances, tickets prices and venue or seating capacity may alter the fees quoted in the Production Contract. If MTI does not receive notice of changes prior to your first scheduled performance date under your Production Contract, MTI reserves the right to retain all amounts received or due to MTI under the original Production Contract. In addition, if any such changes would increase the amount owing to MTI (e.g., increased ticket prices; adding performances or increasing seating capacity), MTI will charge your account for such additional amounts. MTI in its discretion may charge a change fee of \$25 each time changes (other than addition of performances or increased ticket prices) are made following the issuance of this Production Contract. If you wish to cancel your entire production, you must do so in accordance with Paragraph 11.4 below.
3. **Additional Performances:** If you request the right to add performances or sell additional seats per performance pursuant to Paragraph 2 above, you agree to make additional royalty and rental payments for all such additional performances. You agree not to announce, advertise, present or sell tickets for such additional performances or additional capacity without prior written permission from MTI and payment of the additional royalty and fees due.
4. **Cancellation of Production:** If you wish to cancel your entire production, you must notify MTI's Business Office in writing immediately, but in any case prior to the date of the first scheduled performance set forth in the Production Contract. You understand that, even if you do not present the Play, you may be obligated for the fees set forth in this License and the Production Contract. MTI reserves the right to charge a cancellation fee of fifty dollars (\$50.00) and is entitled to retain all other amounts paid or owing to MTI under this Production Contract. Cancellation of individual performances is covered in Paragraph 11.2 above. Refunds, if any, for a cancelled production will be issued in accordance with Paragraph 11.4 below. If MTI does not receive notice of cancellation of your production prior to the first scheduled performance date under your Performance License, MTI reserves the right to retain all amounts received or due to MTI under the original Production Contract as well as any other payments received for ancillary products and services after the Production Contract was issued.
5. **Complimentary Tickets:** You agree as a condition of this Production Contract to reserve two (2) complimentary tickets for each performance (if requested) for the use of MTI and the Rightsholders and MTI agrees not to sell such tickets.
6. **Purchase Orders:** For accredited schools and government agencies only, a signed, authorized Purchase Order is acceptable in lieu of upfront payment. You must still provide a check, credit card or money order for the SECURITY FEE as well as your signed, authorized Purchase Order when you return the signed Production Contract to cause materials to be shipped. Following the end of the production, you agree to promptly pay royalty and rental payments as well as any other amounts owing for ancillary products and services purchased after the original Production Contract was issued.
7. **Accounting:** You agree to keep and maintain full and regular books and records in which you shall record all items in connection with the production and presentation of the Play, including dates of performance, ticket prices and number of tickets sold. Such books and records shall be open at all reasonable business hours for inspection by MTI or its representatives at your office, and MTI shall have the right to make copies of and take extracts from such books and records. You shall submit to MTI's Business Office, within five (5) days following demand by MTI, a sworn statement setting forth the total number of performances actually presented and the precise date and place of each such performance. MTI's rights under this Paragraph shall continue for five (5) years following (i) the date of the last performance licensed under the Production Contract or (ii) the date on which MTI received final payment due hereunder, whichever is later.
8. **Default:** This License is conditioned upon your fulfillment of all obligations set forth in the License and in the accompanying Production Contract, including the prompt payment of all rental, royalty, security and other fees owing to MTI in U.S. funds when due. If any such payments are not made in full to MTI when due, the rights granted to you under this License will be deemed void ab initio (i.e., this License will be deemed invalid from the outset) and the production that is the subject of this License (and all performances thereof) will be deemed to constitute infringement and breach of contract under applicable law. Nevertheless, you will remain liable for the payment of all fees that might be due to us under this License and will be subject as well to statutory damages for copyright infringement. If you default in the performance of any of the terms of this License, then, in addition to any and all other remedies which we might have at law, we shall have the right to a preliminary injunction to enjoin further performance of the Play. You agree to reimburse us for any expenses incurred by us in enforcing our rights under this Paragraph 8, including, but not limited to, attorneys' fees, telephone, fax, and postage charges and collection expenses. If you pay by check and it is returned insufficient funds or if you stop payment, MTI will charge a returned check fee (currently \$45).

PERF-3\_B\_000134122

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 541-4684 • Fax (212) 397-4684 • www.mtishows.com

PAGE10

DocuSign Envelope ID: 112A099E-E579-482B-9F79-929DBE42158E

**PERFORMANCE LICENSE****(CONTINUED)**

Your MTI Rep: NICOLE MURPHY  
 Your MTI Account Number: 0016527  
 Contract #: 0705948 Printed on: 09/01/21

9. **Warranty:** MTI warrants that, on behalf of the Rightsholders of the Play, it is authorized to grant this License to you. MTI makes no other warranties.
10. **Reserved Rights:** All rights in and to the Play other than those specifically licensed to you under the terms of this Production Contract are reserved to MTI, with the unrestricted right of MTI to use, exploit or dispose of any of them at any time, whether or not the exercise of such rights may be in competition with the rights granted to you in this License.
11. **Transfer of Rights:** Under no conditions can this License be assigned or transferred without written consent from MTI. Per vendor email - section 12, governing law is intentionally omitted as the parties agree to remain silent.
12. [REDACTED]
13. **Indemnification of Licensor:** You agree to indemnify MTI and its affiliates and the Rightsholders of the Play from any claim arising out of your violation of any of the provisions of this Production Contract.
14. **Refunds:** Refunds will be issued in the following circumstances.
- a. Following the conclusion of your production, if any refund is due to you (e.g., unused portion of security deposit), you may elect to keep such amounts on your account to be used for future productions. If you do not elect to keep your refund amount on account, MTI will automatically process the refund within 6 to 8 weeks from the conclusion of your production. Your refund amount may be affected by charges such as shipping fees, missing materials charges, bank charges and other charges and fees specifically mentioned in this Production Contract.
  - b. If you have cancelled your entire production in a timely manner in accordance with Paragraph II.4 above and are entitled to a refund, you may elect to keep the refund on your account to be used for future productions. If you do not elect to keep your refund on account, MTI will process your refund within 6 to 8 weeks from the date MTI receives written notice of the cancellation. Your refund amount may be affected by charges such as shipping fees, missing materials charges, bank charges and other charges and fees specifically mentioned in this Production Contract.
- You acknowledge that during a Force Majeure Event (as defined in Paragraph II.15 below), any refunds due to you may be delayed due to the volume of cancellations and refunds to be processed.
15. **Force Majeure:** Neither MTI nor the Licensee will be deemed in default of this License as a result of its delay or failure to perform its obligations (other than the Licensee's payment obligations) when such delay or failure arises out of causes beyond the reasonable control of MTI or the Licensee. Such causes may include, but are not restricted to, acts of God or the public enemy, war, insurrections, riots, civil disturbances, acts of terrorism, government restriction, fires, floods, strikes, unusually severe weather, epidemics, pandemics or other large-scale health events; but, in every case, delay or failure to perform must be beyond the reasonable control of and without the fault or negligence of the party (a "Force Majeure Event").
- In the case of a Force Majeure Event that results in the cancellation or postponement of Licensee's production, Licensee must, as soon as reasonably practicable after the onset of a Force Majeure Event, (a) provide written notice to MTI of the nature and extent of such Force Majeure Event and (b) inform MTI whether it has cancelled or changed the production dates or intends to do so. Cancellation of Licensee's production shall be in accordance with Paragraph II.4. Proposed changes (such as postponement) to Licensee's production shall be in accordance with Paragraph II.2. If Licensee is unable to notify MTI in writing prior to the cancellation or proposed change, Licensee shall do so as soon as reasonably practicable but in any event within five (5) business days of the originally scheduled first performance date (or if the Force Majeure Event begins after performances have begun, within five (5) business days of the onset of the Force Majeure Event). If MTI does not receive written notice that Licensee has cancelled its production due to the Force Majeure Event within such time period, MTI will assume such production has taken place in accordance with the terms of the Production Contract and will have the right to retain all amounts previously paid or owing to MTI for such production (and no refunds will be issued).
- Except in the case of cancellations and changes for which Licensee has notified MTI as provided above, nothing in this Paragraph shall affect or reduce Licensee's payment obligations under this Production Contract. Licensee shall remain liable for any cancellation fees, missing materials charges, shipping fees and other charges set forth in the Production Contract, including royalties for performances of the Play that were presented prior to the Force Majeure Event. Licensee also will remain liable for amounts owing for ancillary products and services purchased after the original Production Contract was issued, all of which MTI may deduct from the security deposit or other funds on account at MTI.

PERF 4.6\_000134122

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 341-4684 • Fax (212) 397-4684 • www.mtishows.com

PAGE11

DocuSign Envelope ID: 112A099E-E579-482B-9F79-929DBE42158E

**PERFORMANCE LICENSE**  
(CONTINUED)Your MTI Rep: NICOLE MURPHY  
Your MTI Account Number: 0016527  
Contract #: 0705948 Printed on: 09/01/21

In the case of a Force Majeure Event affecting MTI, MTI shall, as soon as reasonably practicable after the occurrence of the Force Majeure Event, (a) provide written notice (such notice may be given by emails, social media or website postings to customers generally); and (b) use commercially reasonable efforts to resume performance (e.g., shipping materials) as reasonably practicable.

16. **Compliance with Laws.** Licensee represents and agrees that it shall be aware of and comply with all federal, state and local laws applicable to its production, including laws, regulations and ordinances pertaining to social gathering restrictions as well as any other rules or guidance regarding the COVID-19 outbreak (or similar public health situation) which may impact any aspect of Licensee's production, including but not limited to rehearsals, performances and audience attendance. MTI makes no representation or assessment of the legality or prudence of Licensee's decision to proceed with its production, nor shall MTI or the Rightsholders be held liable for any claims arising out of Licensee's decision to proceed with its production. Licensee shall indemnify and hold MTI and the rightsholders harmless from any claims, costs, and damages arising out of Licensee's production.

**III. MATERIALS RENTAL PROVISIONS**

1. **Rental Term and Delivery:** Delivery of the MTI Rental Materials is conditioned on your production being Fully Licensed as described in Paragraph II.1 (i.e., you have received written confirmation from MTI after submitting the signed Production Contract and paying all applicable royalty, rental and security fees). Provided your production is Fully Licensed, the MTI Rental Materials will be shipped approximately two (2) months prior to the first performance of your production; however, if you have not signed and submitted the Production Contract and remitted full payment in time to enable shipment by such date, MTI will process your shipment as soon as practicable once your production is Fully Licensed. In such case, MTI cannot guarantee the MTI Rental Materials will be delivered in sufficient time to meet your production schedule. If the MTI Rental Materials are needed in advance of the two (2)-month period, the charge is one hundred dollars (\$100.00) for each additional week or partial week, subject to availability. You acknowledge that if materials have shipped MTI has the right to retain a pro-rated portion of the rental fees if your production is cancelled or shortened for any reason, including all fees paid for additional rental weeks, all of which would be determined by MTI in its sole discretion.
2. **Authorized Rental Materials:** The MTI Rental Materials are the only Play materials authorized by the Rightsholders and must be rented from MTI as a condition of this Production Contract. You may not use scripts or orchestra parts obtained from other sources (including materials posted online). The full rental fee must be paid even if you do not intend to use all of the MTI Rental Materials in your production.
3. **Ownership:** All MTI Rental Materials, including missing materials, remain the property of MTI and must be returned to MTI following the conclusion of your production. You understand that the MTI Rental Materials (i) cannot be used for any purpose other than as stated in this License and (ii) may not be copied, scanned or otherwise reproduced, sold, traded, offered for sale or trade, posted online, used for performances other than those specified in this Production Contract or otherwise transferred physically or digitally.
4. **Suitability:** Although MTI strives to provide the highest quality service to you, MTI makes no representation as to the adequacy, suitability and/or condition of the MTI Rental Materials. Any missing or damaged materials MUST be reported to MTI's Business Office within five (5) business days after receipt of your shipment, or you may be liable for full replacement charges upon their return to MTI.
5. **Shipping Charges:** You are responsible for shipping charges BOTH WAYS for materials that MTI rents and/or supplies to you, as well as all customs charges, duties and the like in connection with shipments of materials outside of the United States and return shipment to MTI. You are responsible for complying with all customs regulations applicable to the return of materials to the United States. MTI ships by USPS, FedEx, UPS or other carriers at its sole option. Any expense that MTI incurs with respect to the delivery or return of the materials to its library shall be charged to you; you agree upon demand promptly to reimburse MTI for the full amount of such expense, whether or not your production is cancelled. A \$10 handling fee is applied to each order.
6. **Return of Materials:** You agree that, no later than seven (7) days after the last performance under this Production Contract, you will return to MTI, by prepaid carrier, insured for not less than seven hundred fifty dollars (\$750.00), the complete set of materials (including any additional materials ordered) in as good condition as when you received it. Should you fail to do so, MTI shall be entitled to an additional rental fee of twenty dollars (\$20.00) per item for each day that you retain any material beyond the period of seven (7) days after the last performance. You are responsible for the safe return to MTI of all MTI Rental Materials. If complete materials are not returned all at once and properly labeled, your account may not be credited or you may be liable for a restocking fee. If a Force Majeure Event (as defined in Paragraph II.15)

PERF.S. 6\_000131122

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

MUSIC THEATRE INTERNATIONAL • 423 West 58th Street, New York, NY 10019 • (212) 341-4684 • Fax (212) 397-4684 • www.mtishows.com

PAGE12

DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

# **PERFORMANCE LICENSE**

(CONTINUED)

Your MTI Rep: NICOLE MURPHY  
Your MTI Account Number: 0016527  
Contract #: 0705948 Printed on: 09/01/21

prevents you from returning the materials, you will not be charged a missing materials fee for any days covered by the Force Majeure Event provided (a) you have notified MTI you are unable to return the materials due to the Force Majeure Event and (b) you return the materials promptly after circumstances permit you to do so but in no event later than three (3) months after the onset of the Force Majeure Event.

7. **Address for Return of Materials:** All materials must be returned to MTI's Music Library in Connecticut (Address listed below):

8. **DO NOT SHIP RENTED PRODUCTION MATERIALS TO THE NEW YORK BUSINESS OFFICE!**

**RETURN ALL RENTED  
PRODUCTION MATERIALS TO:**

Music Theatre International  
31A Industrial Park Road  
New Hartford, CT 06057  
Phone: 860-379-3320

Any materials returned to MTI's New York Business Office will be subject to a transfer charge of up to \$50.00.

9. **Damage/Loss:** Any damage to or loss of the materials shall be charged to you. You agree upon demand promptly to reimburse MTI for the full amount of such evaluated damage to or loss of materials. Any materials lost or damaged while in your possession will be assessed replacement fees as set forth in this Production Contract.

PERF-6\_R\_000134122

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 541-4684 • Fax (212) 397-4684 • [www.mtihq.com](http://www.mtihq.com)

PAGE13



DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

**CONTRACT RIDER**

Your MTI Rep: NICOLE MURPHY  
 Your MTI Account Number: 0016527  
 Contract #: 0705948 Printed on: 09/01/21

**RESTRICTIONS ON CHANGES TO PLAY AND USE OF REPLICA ELEMENTS**

By signing the Production Contract to which this Rider is attached, the individual signing on behalf of Licensee (the "Authorized Signatory") acknowledges, on behalf of Licensee, that under federal copyright law and the terms of the Production Contract, the Licensee may not (a) make any changes to the Play or any additional materials purchased or rented from MTI (the "MTI Rental Materials") or (b) use any choreography, direction or design elements from any prior production or film version of the Play except as set forth below under **Permitted Uses**. Without limiting the foregoing, Licensee acknowledges that it **may not**:

- Make changes of any kind, including changes of music, lyrics, dialogue, sequence of songs and/or scenes, time period, setting, characters or characterizations or gender of characters in the Play, regardless of whether the authors have approved any similar changes for a prior production of the Play.
- Add music, dialogue, lyrics, scenes, scenarios, characters, framing devices or anything to the text or structure of the Play as embodied in the MTI Rental Materials, including adding any songs or dialogue from any film version of the Play or from any other version of the Play.
- Delete, in whole or in part, any material (including music, lyrics or text) from the Play as embodied in the MTI Rental Materials.
- Use any of the designs, direction, choreography, logos or artwork, or other intellectual property from any Broadway, London, or touring productions or from any film version of the Play, except as set forth below under **Permitted Uses**. The rights to all of these elements are owned by third parties and are not granted as part of this Performance License.

**Permitted Uses:** Notwithstanding the foregoing restrictions, Licensee may use production elements such as choreography, direction, designs and/or logos when (i) any such elements are specifically authorized for use by MTI, either as part of MTI's standard rental package (or ShowKit®, for Broadway Junior® titles), or (ii) a license to use any such element is purchased separately by Licensee, where available.

If Licensee violates any of these restrictions, Licensee acknowledges and agrees that MTI may revoke Licensee's contract and cancel the production without advance notice and without Licensee recourse of any kind, that Licensee will forfeit any prepaid fees and/or royalties in full and that Licensee may be sued for breach of contract and federal copyright infringement to the full extent of the law.

By signing the Production Contract, which incorporates by reference the terms of this Rider, the Authorized Signatory acknowledges that the Authorized Signatory:

- a. has read and understands the terms above regarding changes to the Play and use of replica elements;
- b. has reviewed, or will review, the terms of this Production Contract regarding changes to the Play and use of replica elements with the director and entire creative team of Licensee's production; and
- c. represents and warrants that the director and creative team have been or will be instructed that (i) no changes may be made to the Play without the written consent of the Rightsholders and (ii) they shall not copy or replicate any of the creative elements of prior productions or film version of the Play.

DocuSign Envelope ID: 112A099E-E579-4828-9F79-929DBE42158E

**\*\*Please give this form to your BUSINESS OFFICE or PURCHASING DEPARTMENT\*\***  
**Your organization may require MTI's W-9 before it can pay amounts due under your license.**  
**Questions? Email: [ap@mtishows.com](mailto:ap@mtishows.com).**

<b>W-9</b> Form (Rev. October 2018) Department of the Treasury Internal Revenue Service		<b>Request for Taxpayer Identification Number and Certification</b> Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.		Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>MTI Enterprises Inc.</b>				
2 Business name (disregard entity name, if different from above) <b>MTI Music Theatre International</b>				
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following boxes.				
<input type="checkbox"/> Individual sole proprietor or single-member LLC <input type="checkbox"/> Partnership <input type="checkbox"/> S Corporation <input type="checkbox"/> C Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Limited liability company. Enter the tax classification (S or C corporation, Partnership)				
4 Exemptions (provide only if you are exempt from FATCA reporting. Do not check this box if you are not exempt from FATCA reporting.) Exemption from FATCA reporting (if any)				
5 Address (number, street, and apt. or suite no.) See instructions. <b>423 West 55th Street, 2nd Floor</b> New York, NY 10019 7 (if account number) (not optional)				
8 Requester's name and address (optional)				
<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later. Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.				
<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.				
<b>Sign Here</b> Signature of U.S. person: <i>Rita L. Ambrose</i> Date: <i>01/04/2021</i>				
<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted. <b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> . <b>Purpose of Form</b> An individual or entity (if a Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: • Form 1099-DIV (dividends and capital gains) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third-party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (disputed debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you may be subject to backup withholding. See What to backup withholding, later.				

This document is intentionally included for organizations that  
 require MTI's W-9. Please give this form to your  
**BUSINESS OFFICE or PURCHASING DEPARTMENT**

PAGE 15

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

---

[External] Information Only - Order Notification - 2762470 - Music Theatre International, 60 Music,  
NP22\_WSSORY

---

"noreply@esmsolutions.com" <noreply@esmsolutions.com> Mon, Feb 28, 2022 at 01:55 PM GMT

CC:

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Dear Check,

The following transaction has been sent to MTI ENTERPRISES on behalf of Amber Kalish.

If you wish to contact the requester, please do so at [kalisha@cod.edu](mailto:kalisha@cod.edu)

Thank you,  
ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.



College of DuPage

---

**1 attachment**

4d7c6d00-215b-4bbe-969f-3e68d2513c9d\_MTI Rental Order - West Side Story\_Governing law removed.er.pdf

**From:** [Sekerka, Joyce](#)  
**To:** [Cruse, Bethany](#)  
**Subject:** FW: Manual Check needed 3/9/22 Transaction 2762470 - Music Theatre International, 60 Music, NP22\_WSSTORY  
**Date:** Friday, March 4, 2022 2:46:41 PM

---

Hi Bethany,

Here is Ellen Robert's approval for the check request(I believe you already added this one P02212.

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)



---

**From:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Sent:** Friday, March 4, 2022 1:51 PM  
**To:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Cc:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>  
**Subject:** FW: Manual Check needed 3/9/22 Transaction 2762470 - Music Theatre International, 60 Music, NP22\_WSSTORY

Hi Joyce,

Ellen Roberts has approved. Please see string of emails below.

Thank you.

**Vera Humphrey**  
**Administrative Assistant to the**  
**Vice President of Administrative Affairs**

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)



---

**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Friday, March 4, 2022 1:47 PM

**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>

**Subject:** RE: Manual Check needed 3/9/22 Transaction 2762470 - Music Theatre International, 60 Music, NP22\_WSSTORY

Vera,

Approved.

Thank you,

*Ellen*

Ellen M. Roberts  
Vice President, Administrative Affairs

**College of DuPage**

425 Fawell Blvd.  
Glen Ellyn, IL 60137  
[roberts@cod.edu](mailto:roberts@cod.edu)  
630-942-2218

**From:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>

**Sent:** Friday, March 4, 2022 1:38 PM

**To:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>

**Subject:** FW: Manual Check needed 3/9/22 Transaction 2762470 - Music Theatre International, 60 Music, NP22\_WSSTORY

Hi Ellen,

For you approval.

Thank you!

**Vera Humphrey**  
**Administrative Assistant to the**  
**Vice President of Administrative Affairs**

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)



---

**From:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>

**Sent:** Thursday, March 3, 2022 3:17 PM

**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>

**Cc:** Cruse, Bethany <[cruseb199@cod.edu](mailto:cruseb199@cod.edu)>; Schoettle, Kari <[schoettle@cod.edu](mailto:schoettle@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>

**Subject:** Manual Check needed 3/9/22 Transaction 2762470 - Music Theatre International, 60 Music, NP22\_WSSTORY

Vera,

Please ask Ellen R. to approve the check enclosed po below for check print on 3/9. We need to pay for these rights as the concert is in April. We cannot wait another week for the regular check run.

Joyce,

Please put this check print into the 3/9 run. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

---

**From:** Kalish, Amber <[kalisha@cod.edu](mailto:kalisha@cod.edu)>

**Sent:** Monday, February 28, 2022 9:20 AM

**To:** Schoettle, Kari <[schoettlek@cod.edu](mailto:schoettlek@cod.edu)>; McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>

**Subject:** RE: [External] SYSTEM MESSAGE - Transaction 2762470 - Music Theatre International, 60 Music, NP22\_WSSTORY

Good Morning,

This was sent directly to [invoicing@cod.edu](mailto:invoicing@cod.edu) this morning for processing.

*Thank you.*

*Amber Kalish*

*Procurement Services Assistant*

 **College of DuPage**

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2813 | [kalisha@cod.edu](mailto:kalisha@cod.edu)

[Click Here for current bids/Rfps!](#)

**COD: Check out our [Team Site!](#)**

**From:** Schoettle, Kari <[schoettlek@cod.edu](mailto:schoettlek@cod.edu)>

**Sent:** Monday, February 28, 2022 9:16 AM

**To:** Kalish, Amber <[kalisha@cod.edu](mailto:kalisha@cod.edu)>; McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>

**Subject:** RE: [External] SYSTEM MESSAGE - Transaction 2762470 - Music Theatre International, 60 Music, NP22\_WSSTORY

Amber,

This PO is a "check enclosed", so does it go directly to AP for processing? Or, do we need to send it via [invoicing@cod.edu](mailto:invoicing@cod.edu)?

Thank you,

**Kari Schoettle**

Assistant Business Manager

McAninch Arts Center, College of DuPage

630-942-2914 | [schoettlek@cod.edu](mailto:schoettlek@cod.edu)

---

**From:** College of DuPage <[Orders@esmsolutions.com](mailto:Orders@esmsolutions.com)>

**Sent:** Monday, February 28, 2022 7:47 AM

**To:** Schoettle, Kari <[schoettlek@cod.edu](mailto:schoettlek@cod.edu)>

**Subject:** [External] SYSTEM MESSAGE - Transaction 2762470 - Music Theatre International, 60 Music, NP22\_WSSTORY

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Dear Kari,

The following Transaction is complete. Since this is a confirming request, no additional action is required. A copy of the order is included below for your information.

Transaction #: 2762470

Transaction Name: Music Theatre International, 60 Music, NP22\_WSSTORY

Release Method: ConfirmingRequest

Order Type: Purchase Order (PO)

If you have any questions, please contact your system administrator for assistance.

Thank you,

ESM Solutions Customer Support

### **purchase order**



mti enterprises  
423 west 55th st 2nd floor  
new york, ny 10019  
united states  
attn: kaitlin stern  
phone: 999-999-9999

#### **ship to**

college of dupage  
college of dupage shipping & receiving  
425 fawell blvd.  
glen ellyn, il 60137

date: 02/28/2022  
purchase order #: p0002212  
transaction #: 2762470  
requested by: kari schoettle  
requester email: [schoettlek@cod.edu](mailto:schoettlek@cod.edu)  
authorized by: amber kalish  
:  
blanket order:

united states  
attn: ellen mcgowan  
phone: 630-942-2238

**bill to**

college of dupage  
college of dupage accounts payable  
425 fawell blvd.  
glen ellyn, il 60137  
united states  
attn: [invoicing@cod.edu](mailto:invoicing@cod.edu)  
phone: 630-942-2228

order comments: contract # 0705948 acct 0016527

line #	item #	description	uom	qty	unit price	line total
1		standard orchestration royalty for 2 performances 04/09/22 - 04/10/22  <i>ship to attn: ellen mcgowan</i>	each	2	1,500.00 usd	3,000.00 usd
2		standard set of materials or any part thereof  <i>ship to attn: ellen mcgowan</i>	each	1	550.00 usd	550.00 usd
3		security fee  <i>ship to attn: ellen mcgowan</i>	each	1	400.00 usd	400.00 usd
					<b>subtotal:</b>	3,950.00 usd
					<b>tax:</b>	0.00 usd
					<b>s &amp; h:</b>	0.00 usd
					<b>order total:</b>	<b>3,950.00 usd</b>

**general terms**

please note: all shipments are required to be delivered to warehouse services. failure to comply will jeopardize or delay the payment process.

exceptions with prior approval by procurement services will print on the p.o.



1. f.o.b. destination unless otherwise indicated under purchase order comments.
2. college of dupage will only accept electronic invoices, which can be in any format, including but not limited to pdf, word, excel. invoices must reference the cod purchase order number. invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto:acctpay@cod.edu) or call 630-942-2228.
3. all payments are processed via ach transfer on a weekly basis. you are strongly encouraged to set up your ach account upon receipt of this po to avoid unnecessary payment delays. a letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). paper checks are issued once-a-month. a paper check will be issued to foreign vendors that are not eligible for ach transfer.
4. all invoices must be provided to the college for services rendered directly to the college. undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the contractor, in accordance with the local government prompt payment act.
5. all solicitations must be directed to the purchasing department. any vendor selling directly to any faculty or staff member, without prior authorization from the purchasing department will be removed from our vendor list.
6. college of dupage is exempt from payment of the retailers' occupation tax, the service occupation tax (both state and local), the use tax, and the service use tax. the college's tax exemption identification number is e9997-3391-06.
7. if unable to ship and/or deliver as required, advise the purchasing department immediately with full details at 630-942-2217.
8. all packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. all shipments are accepted subject to inspection and approval by college of dupage.
10. any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. suppliers are required to comply with executive orders 11246, 11375, the rehabilitation act of 1973, and the vietnam readjustment act of 1974.
12. all contracts for construction work are subject to the provisions of 820 ilcs 130, ch. 48, par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. contractor shall submit to the college, monthly certified payroll records for all workers and sub-contractors utilized for the project.