



## **2nd Norwich Film Festival (30-31 March 2012) Submission Guidelines**

Do you want to have your film screened at one of the UK's newest film festivals? As of 1 May 2011, we'll be accepting submissions for the 2<sup>nd</sup> Norwich Film Festival and we're really looking forward to seeing your shorts, documentaries and animations.

At the Norwich Film Festival our mission is to deliver an inspiring festival that is both bold and imaginative in its presentation of films. We champion new methods of story telling, and hope to encourage and inspire new filmmakers. Through our open submissions process, we support filmmakers from all across the globe as well as locally, providing a platform for new talents to showcase their work.

If you feel your film deserves to be seen by all, then read below to find out how you can submit to the Festival. Successful entries will be given at least one screening over our 2 day Festival and will be available to view via our online portals.

Last year we had some truly amazing films submitted, and we were proud to screen a host of the most imaginative and inventive films produced. Our double winner of Best Short and Best In Festival, *Ana's Playground*, (Eric D. Howell) has gone on to huge success world wide, picking up more than a dozen more awards, as well as being short listed for an Academy Award.

*To be the first to hear about all our latest developments:  
Sign up for our newsletter via our website: [www.NorwichFilmFestival.co.uk](http://www.NorwichFilmFestival.co.uk)  
Become a fan on Facebook: [www.facebook.com/Norwichfilmfestival](http://www.facebook.com/Norwichfilmfestival)  
Follow us on Twitter @norwichfilmfest*

## SUBMISSION INFORMATION

Please read the following guidelines carefully. Due to the volume of entries we receive, it is essential that films be submitted in the format specified below.

### Festival Dates

30-31 March 2012

### Submission Deadlines

Submissions will be accepted from **1 May 2011**. Best prices will be offered to those using our **earlybird** submission deadline of 30 June 2011. The very latest we will accept submissions is 23:59 on 30 November 2011, and this deadline is only open to Withoutabox users. This does come with a higher submission fee.

### Categories

Submissions should fall into these categories:

- Short
- Animation
- Student

(All of the above must be 30 minutes or less)

- Documentary (60 minutes or less)

### Submission Format

- Films must be submitted on region 0 or region 2 PAL DVD and should be clearly labelled with the title, running time and contact information. If submitted via Withoutabox, you must include your submission number too.
- Submitted copies will not be returned due to the high volume of entries we receive.
- Please do not submit multiple works on the same DVD. Each film submitted must be accompanied by a completed submission form and fee.
- Please clearly indicate the relevant categories (see above), and Withoutabox reference number on the outside of the envelope.

### Press and Publicity

Should your film be accepted we will request digital images and other press/publicity materials you may have available at that time. Please feel free to send **electronic press kits on DVD** with your submission but note that they will not influence the panel's decision. Please do not, however, send hard copies as we will be unable to store them at the Festival office due to the high volume of submissions we receive. Any hard copies sent prior to acceptance will be recycled.

### Submission Eligibility

- Films preferably must not have been released in the UK in any format, including online, or shown on UK television prior to the Festival dates. This does not include other festival screenings.
- Films completed after January 2010 are eligible for submission.
- All foreign language films must be subtitled in English (the costs of which are to be covered by the applicant).

- All rights, permissions and clearances must be obtained prior to submission and applicants must ensure that they have the right to submit the work with regard to third parties connected to the production of the film in question. By entering your work, you agree to this and the responsibilities involved. The Norwich Film Festival assumes no responsibility for violation of copyright law.

*Please note that submission fees will not be refunded if your film does not meet these conditions.*

## Submission Fees

The Norwich Film Festival runs on an extremely limited budget. We regret that, owing to the large number of submissions we receive, we must charge a small fee to cover our administrative costs:

- Early bird

Films must be post marked on or before June 30th 2011. The entry fee for early bird submissions is £25 (postal entries) or £20 (WAB entries). Student entries will be charged at £20 (postal entries) or £10 (WAB entries).

- Regular

Films must be post marked on or before August 31st 2011. The entry fee for regular submissions is £35 (postal entries) or £30 (WAB entries). Student entries will be charged at £30 (postal entries) or £20 (WAB entries).

- Late

Films must be post marked on or before October 31st 2011. The entry fee for late submissions is £45 (postal entries) or £40 (WAB entries). Student entries will be charged at £40 (postal entries) or £30 (WAB entries).

- Extended WAB Late

This extended late deadline is only available for those who submit their films to us via Withoutabox. Films must be submitted before 23:59 on November 30th 2011. The entry fee for extended late submissions is £50. Student entries will be charged at £40.

Please note, if you intend to pay online, Paypal charges 3.4% per transaction, so please add a £1.50 transaction fee to any submissions sent via this method.

Fees will not be waived under any circumstances so please do not contact us to request that we make an exception, as we won't be able to help you.

## Methods of Payment

We highly recommend that you submit your film via [www.withoutabox.com](http://www.withoutabox.com), as it is a quick and secure method which allows you to send your film to several festivals using just one form. Please follow the payment instructions as detailed on the Withoutabox website.

If you are a UK-based filmmaker and wish to submit directly to the Festival, please pay by cheque (made payable to Norwich Film Festival) in Pounds Sterling only. Submissions which arrive without the fee, or the relevant Withoutabox tracking number/receipt, will not be processed.

*Please note that **we do not accept credit card payments** and that we cannot process any cheques in currency other than in Pounds Sterling.*

## Shipping

Entries should be sent to:  
**Submissions Coordinator**  
**Norwich Film Festival**  
**34-40 King Street**  
**Norwich**  
**NR1 1PD**  
**UK**

The entrant must pay all shipping and postage costs incurred in submitting work to us. The Festival will not accept Cash on Delivery shipments and will not absorb any fees incurred in customs. Submission packages from outside the UK must be labelled 'No commercial value - for cultural purposes only' on any customs label and for customs purposes must be given a value of no more than US\$10, £3 Sterling or 5 euro.

*If you have submitted via Withoutabox, please remember to put the tracking number on the envelope.*

## Receipt of Submission

If you submit your film via Withoutabox (our recommended method), please check your online account to find out if the Festival has received your parcel. Before contacting our Submissions Coordinator ([submissions@Norwichfilmfestival.co.uk](mailto:submissions@Norwichfilmfestival.co.uk)), please wait at least 21 days for us to receive and process the film.

If you submit your film directly to the Festival and would like us to confirm by email, please remember to tick the relevant box on the submissions form. If you would prefer us to confirm by post, please enclose a self-addressed stamped postcard or envelope in your package.

## Selection

Selection will be carried out by the Norwich Film Festival team. No correspondence will be entered into regarding the selection process and the decision of the Festival Director is final. We aim to inform successful applicants by the beginning of February at the latest. Unfortunately, due to the volume of entries, we will be unable to offer individual feedback or enter into any discussion about your work.

Successful submissions will be listed on our website ([www.Norwichfilmfestival.co.uk](http://www.Norwichfilmfestival.co.uk)) and successful applicants will be notified by email or over the phone. **Please therefore make sure that we can reach you in the months of January and February so that we can confirm your film's inclusion in the Festival programme.** At this point we will also request you send us digital press kits and that you arrange print transport during that period.

*Please note that only successful applicants will be notified.*

## Festival Screenings and Scheduling

All screenings during the Festival period will take place at the discretion of the Festival. We reserve the right to make changes to the advertised schedule at any time for any reason and will not accept liability for any costs incurred as a result of such changes.

No film may be withdrawn from the Norwich Film Festival programme after its selection / participation has been confirmed.

The Festival is not able to cover the costs of any format transfers or subtitling. Screening copies of selected titles (if requested) must be received by the Festival by **1 March 2012**. The Norwich Film Festival will accept responsibility for technical damage to screening copies of selected titles while they are in the possession of the Festival and will reimburse the value of the print stock (or part thereof) only. Please ensure that you have sufficient insurance to cover your work while in transit to and from the Festival.

## **Copyrights and clearances**

All entries must be the original work of the entrant and must not infringe upon the copyrights, trademarks, rights of privacy, publicity or other intellectual property or other rights of any person or entity. If the film contains any material or elements that are not owned by the entrant and/or which are subject to the rights of third parties, the entrant is responsible for obtaining, prior to the submission of the film, any and all releases and consents necessary to permit use and exploitation of the film by Norwich Film Festival in the manner set forth in the Official Rules without additional compensation, including, without limitation, location releases for footage shot at any location; name, voice and likeness releases for any person whose name, voice and/or likeness appears in the film (other than entrant); releases for the use of any props, set dressings and other materials used in the film; releases from any individuals participating in the production of the film and releases for any other audio and/or audio-visual materials not wholly owned by entrant, which, in each case, are used in the film (collectively the "Clearances"). If any person(s) appearing in any film is (are) under the age of majority in their place of residence, the signature of a parent or legal guardian is required with each release. All signatures must be original.

## **Our rights**

Norwich Film Festival reserves the right, at any point during the competition, in its sole and unfettered discretion, to disqualify and remove any film that potentially or actually infringes any third party's copyright(s). At any time during the Competition, Norwich Film Festival reserves the right, in its sole and unfettered discretion, to disqualify and remove any film that it believes does not fall within the entry requirements in these Official Rules. Norwich Film Festival reserves the right, in its sole and unfettered discretion, to verify at anytime during the Competition that all necessary Clearances relating to any film have been obtained. If we believe, in our sole and unfettered discretion, that an entrant has failed to obtain any of the necessary Clearances relating to the entrant's film, the entrant's film will be disqualified and removed.

By participating in this Competition, entrants agree that during the Competition Period, Norwich Film Festival and its sponsors and partners are authorized to display the films on the Norwich Film Festival website and on any and all other media in connection with the Competition. By participating in the Competition, entrants grant permission to Norwich Film Festival to use their names, likenesses, photographs, voices, sounds and/or biographical information and films in connection with the Competition and for any and all advertising, publicity and promotional purposes relating to the Competition without additional compensation, unless prohibited bylaw.

As a condition of entering the Festival, each entrant grants Norwich Film Festival: i) the right to display their film, in whole or in part, on the Norwich Film Festival website and/or on any websites owned or operated by or on behalf of Norwich Film Festival or any of its related or affiliated companies, and on any website owned or operated by or on behalf of Norwich Film Festival; ii) the right to use their film to create trailers, either for individual films or as a collection of films; and/or (iii) the right, if his/her film is selected, to display the film on any website owned or operated by or on behalf of Norwich Film Festival following completion of the Competition Period. Entrants will be fully credited where possible, and retain sole ownership of their work

## Limitation of Liability

By entering into this Contest, entrants hereby release and discharge Norwich Film Festival and its respective affiliates, subsidiaries, assigns, agents, representatives, independent contractors, officers, employees and directors from and against any and all claims, liabilities, costs, damages and expenses of any kind arising out of or relating to their participation in this Contest, their use or acceptance of any prize, the use by Norwich Film Festival of any films submitted by entrants and/or any actions or decisions of Norwich Film Festival in connection with the conduct and administration of this Contest. Entrants hereby waive any right to seek injunctive or other equitable relief in connection with any claim against Norwich Film Festival, any of the CoSponsors, or any of their respective affiliates, subsidiaries, assigns, agents, representatives, independent contractors, officers, employees and directors.

*The submissions form is available to download at [www.Norwichfilmfestival.co.uk](http://www.Norwichfilmfestival.co.uk).*

*Please be aware that, due to the volume of submissions we receive, we are unable to enter into personal correspondence about individual submissions.*

*Thank you for your interest in submitting to the Norwich Film Festival.*

*We look forward to receiving your film!*