

## FESTIVAL ENTRY PROCEDURE

- 1) Applicants should submit a DVD (PAL) viewing copy of their work, which should be clearly marked with film title, contact name, email and mobile number, together with a completed submission form. One form/fee should accompany each entry. OR submit online via a submissions site such as WAB, Filmfreeway, Moviebeta, Festival Focus, Festhome, ClickforFestivals, Short Film Central.
- 2) We accept short films made in all formats of Film, Digital and Video. Films must be no longer than **20** minutes (unless agreed in advance) and must have been completed no earlier than 1<sup>st</sup> January 2014 unless agreed in advance with the Festival. We are able to screen the films **ONLY** on Mini DV, Blue ray or DVD (pal), BetaSP, Digi Beta and mov/Mp4 digital files. We regret that we are unable to pay for any transfers.
- 3) Films submitted to previous Kinofilm Festivals or Kino Shorts will not be accepted (unless agreed or requested by the Festival Director).
- 4) Delivery costs of the screening print must be borne by the applicant or forwarding festival. Kino will cover return costs of the screening print if required but not any additional charges which may be incurred at the consignee's end. DVD screeners will not be returned.
- 5) All packages from outside Europe must bear the declaration: "**for temporary importation only and for cultural use at a film festival - of no commercial value**". Documentation / proforma invoices for films from outside the EU must not state a value that exceeds £10 as this often attracts importation taxes. Please contact Kinofilm if you need an example form, or have any questions - it is important that the package is sent with the correct paperwork. Any film attracting freight charges/ importation taxes our end will not be accepted, and will be returned at the sender's own cost or may be retained by UK customs, where its retrieval will be the sender's responsibility.
- 6) Screening prints must be sent direct to the Kino office address and not festival venues and must not be left for collection at the airport.
- 7) Kino will accept responsibility for technical damage, fire and destruction, loss or theft, during the period of time that prints are in possession of the festival only, or if lost when being returned by the festival. Film prints are insured for their print value (or part thereof) only, up to a maximum of £500. Tapes or digital formats are insured for duplication costs, and a replacement only (i.e. not new Master copies). Please do not send your only master tape for screening.
- 8) Kino is unfunded and therefore charges submission fees as follows: a minimum fee of **£15** until the early-bird entry closing on 1.06.15; **£20** to the end of second deadline 1.07.15; **£25** until the final deadline of **1.08.15** and **£30** to the **extended and final deadline of 15.08.15**. A £5 discount for members of WAB can be claimed for submitting through WAB to the late deadline (TO BE ANNOUNCED). Student entry fees **£10**; Cheques should be made payable to **Manchester International Film Festival** and must be in sterling, payable at a UK Bank. Please note we do not accept International Money Orders. Payment can also be made in GB Pounds direct to our **PAYPAL** account (using a gift payment) to the email account of [johnw@kinofilm.org.uk](mailto:johnw@kinofilm.org.uk) please note the name of the film in the notes section. As our festival is currently receives no public funding we have to charge fees towards the costs of producing the festival.
- 9) **PLEASE NOTE: Local (Greater Manchester) and North West filmmakers can submit films for the cost of £10 until 1.07.15 and then £15 until the final deadline 1.08.15. These discounts are available only to our region's filmmakers in return for their continued support throughout the year at our monthly short film events. Waiver fees may be considered in exceptional circumstances to all others.**
- 10) Viewing copies must be received with all relevant supporting materials by the **submission deadline** - as dated on the application form - unless, by prior arrangement a late submission has been agreed with the Festival. Press packs are not essential at this stage but can be sent.

## SELECTION PROCEDURE

- 1) Please note the three deadlines, for which different fees apply. The FINAL deadline is 31st December. On receipt of submission, the entrant will receive email confirmation and a reference number, which should be quoted on all future correspondence.
- 2) Successful applicants will be informed as early as possible but at the latest one month before the festival.
- 3) Due to the large number of festival entries, we cannot guarantee to inform unsuccessful applicants. Unless informed otherwise, applicants must assume their submission has been rejected on this occasion.
- 4) Applicants must confirm acceptance within **7 days** of receiving notification quoting their reference number and at this stage should supply any stills/images etc. to be used in the festival brochure (if not supplied in advance).
- 5) Film Screening Prints should be supplied to the festival no later than 12 days before the commencement of the festival except when alternative arrangements have been agreed in writing with the Festival Director at the time of confirmation. Video Screening tapes or digital formats should be supplied 3 weeks prior to the festival, to allow time to check the technical quality.
- 6) Shipping arrangements and insurance for prints being shipped to the festival must be met by the entrant, Kinofilm is not responsible for prints that do not arrive at the festival office). Shipping cost and insurance for return of festival prints are covered by Kinofilm.
- 7) Updated information on the Kinofilm Festival and films successfully selected for the festival will be announced on the web site: [www.kinofilm.org.uk](http://www.kinofilm.org.uk). Please note that information (stills, moving image clips, data etc.) may be included unless the entrant has refused permission to do so on the application form. Entrants should ensure that the **Permissions** section of the form is duly completed.
- 8) Successful entrants will receive a complementary pass for the Festival screenings.

NB: KINOFILM FESTIVAL IS CO-ORDINATED and PRODUCED BY MANCHESTER INTERNATIONAL FILM FESTIVAL (MIFF) WHOM IS THE RESPONSIBLE PARTY. MIFF RESERVES THE RIGHT AT ANY TIME TO WITHDRAW, POSTPONE, CANCEL OR MAKE ANY ALTERATION TO (OR PART TO) THE FESTIVAL SCHEDULE OR FESTIVAL PROGRAMME WITHOUT PRIOR CONSULTATION. 'MANCHESTER INTERNATIONAL FILM FESTIVAL' IS A REGISTERED TRADEMARK PROTECTED BY UK LAW.

## **KINOFILM – Manchester International Film Festival®**

Address: 56 Epping Street, Manchester. England, M15 6LF. United Kingdom

Telephone: 07958 423 240 email: [info@kinofilm.org.uk](mailto:info@kinofilm.org.uk) web address: [www.kinofilm.org.uk](http://www.kinofilm.org.uk)

Kinofilm is operated by Manchester International Film Festival, a registered company limited by guarantee. No. 06052838